

**Notice of Meeting: FULL COUNCIL**

**Date and Time: Wednesday 15<sup>th</sup> February 2023 19.00**

**Venue: The Old Courthouse**

**Members of the Public are invited to attend in person**

### **AGENDA**

**22/02/167 Apologies for absence**

**22/02/168 To receive any declarations of interest** under the provisions of sections 27-34 and Schedule 4 of the Localism Act 2021

**22/02/169 Approval of Minutes of previous meeting**

169.1 Full Council Meeting 11<sup>th</sup> January 2023 and Extraordinary Meeting 26<sup>th</sup> January 2023 – previously circulated

169.2 Matters Arising (not covered in the agenda) – for information only

**22/02/170 Opportunity to hear questions or statements from members of the public**

**22/02/171 County Councillor Report**

171.1 Minster School caretaker's bungalow

171.2 Easthorpe Yellow Lines

**22/02/172 District Councillors Report** – previously circulated

**22/02/173 Chairs Report and Announcements**

173.1 EV Chargers

173.2 Oak Tree Planting

173.3 Monthly Clerk's Report

**22/02/174 Finance**

174.1 Draft Income/Expenditure to 31<sup>st</sup> January 2023 – previously circulated

174.2 Draft Reserves to 31<sup>st</sup> January 2023 – previously circulated

174.3 Bills for Payment – previously circulated

174.4 Late bills for payment (to be circulated)

**22/02/175 Market Reserves**

To approve the use of Market Reserves to renovate the two noticeboards on the Market Square and make alterations to the fish stall – previously circulated

**22/02/176 s137 Grant Application** – previously circulated

**22/02/177 Parks & Open Spaces**

- 177.1 Trees on the Burgage – to be circulated
- 177.2 Spiders Net Decision Required – to be circulated
- 177.3 Fruit Tree Walk – previously circulated

**22/02/178 Motion – King Street Car Park – previously circulated**

**22/02/179 UKSPF Grants to be applied for**

**22/02/180 Review of Kings Street Closure – verbal update**

**22/02/181 To receive and approve the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting**

- 181.1 Planning & Highways Meeting – 4<sup>th</sup> January 2023, 1<sup>st</sup> February 2023 – previously circulated
- 181.2 Governance & Finance Meeting – 8<sup>th</sup> February 2023 – previously circulated
- 180.3 Town Environment Meeting – 25<sup>th</sup> January 2023 – previously circulated

**22/02/182 Items for discussion at next meeting**

**22/02/183 Items for Communication**

**22/02/184 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1970 as amended by Section 100 of the Local Government Act 1972 for the following confidential items:**

- 184.1 HR Update
- 184.2 Statutory Nuisance Risk

**22/02/185 Date of next meeting – 15<sup>th</sup> March 2023**

Alice Dunn  
Deputy Clerk to Southwell Town Council  
09/02/2023

## EXTRAORDINARY FULL COUNCIL MINUTES

**Date and Time:** Thursday 26<sup>th</sup> January 2023 19.00  
**Venue:** The Old Courthouse

**Cllrs Stott (Chair), Blaney, Brock (Vice Chair), Jeffrey, Martin, Perry, Rainbow, Scorer, Roberts, Thompstone, Handley Clerk, Project Manager**

### Minutes

- 22/01/162 Apologies for absence**  
Cllrs P Harris, L Harris, Jeffrey, Reynolds, Lightwood
- 22/01/163 To receive any declarations of interest** under the provisions of sections 27-34 and Schedule 4 of the Localism Act 2011 - None
- 22/01/164 Opportunity to hear questions or statements from members of the public** - None
- 22/01/165 Discussion and Decision on Tree Works**

The Clerk opened the meeting reading out a statement from 4D Tree Services:

*"I understood that the sites were to be risk zoned by the council and then prioritised by the council for works by zone and urgency.*

*Obviously, my liability insurance can only ever cover the timeframes I have suggested.*

*It is up to the council to prioritise works against resources and the zoning of sites will obviously assist with this greatly".*

Following this the Clerk strongly advised that there could be some serious implications if we do not go ahead in the time frame indicated.

The Clerk advised therefore the need to accept one of the quotes and to ensure the works are completed before May and how this will be funded. The Clerk also advised that the survey should be completed every 18 months going forward.

Cllr PH raised the point that this was a whole new budget issue that should have been agreed at Full Council and agreed in budget.

## Proposal

1. To accept and proceed with remedial work on the Red categories trees identified by the 4D Tree Survey, work to be carried out before May 2023.

It was agreed to accept the proposal - however the "Red Category" needs to be deleted and amended to read "on all the trees identified by 4D for all work to be completed by May 2023". We also need to ensure all the information sent was correct.

### **10 in Favour 1 Abstention**

2. To agree the ecological survey at Ash Tree Spinney (£1,490) to be paid from the 2023 tree budget.

Amend to 2022 Tree budget.

The Clerk stated that we had been strongly advised to do the survey by 4D and NSDC.

### **Agreed Unanimously**

3. To agree and appoint Tree Surgeon Contactor C as our preferred supplier.

It was agreed to appoint Contractor C subject to confirming a fixed term and up to date quote and that due diligence is completed.

### **Agreed Unanimously**

4. To accept quote for removing wood from Ash Tree Spinney and the risk involved (£1,7012 – only brash and limbs to be removed, trucks to be laid flat in-situ (requote?))

There was a unanimous decision to re-quote on Ash Tree Spinney to ensure the quote removes everything except the trunks.

### **Agreed Unanimously**

5. To agree the allocation of cost centre for Red category tree maintenance costs – General Reserves or CIL?

It was agreed to allocate the costs from CIL.

### **Agreed Unanimously.**

6. To agree the cost of 15 new trees at Ash Tree Spinney to come out of the 2023 budget.  
Deferred to TE.

### **Agreed Unanimously.**

7. To request the Risk Assessment Panel investigate the implications of 4Ds suggestion to map Southwell's estate and zone into Red, Amber and Green zones, dependent on footfall (i.e. Red = high footfall, green = low footfall. WMRG = Red, Beryl's Meadow = Green). Red zones would have 18-month tree surveys, Amber zones would have 3 yearly tree surveys and Green would have 4 yearly surveys. Noting to alternate between in and out of leaf. And bring a paper to Full Council ascertaining if this approach will mitigate risk and cost to Southwell Town Council.  
Defer to TE.

### **Agreed Unanimously.**

8. To develop a financial strategy for 2023-2028.

Proposed not to action.

Proposed by Cllr Stott Seconded by Cllr Roberts – **Unanimously**

**22/01/166     Date of Next Meeting – 15<sup>th</sup> February 2023**

Abi Brackenbury Project Manager 26 January 2023

(This meeting has been recorded for clarity).

**Minutes:** FULL COUNCIL  
**Date and Time:** Wednesday 11<sup>th</sup> January 2023 19.00  
**Venue:** The Old Courthouse

**No Members of public attended.**

**Present:** Cllrs Stott (Chair), Blaney, Brock (Vice Chair), L Harris, Jeffrey, P Harris, Martin, Perry, Rainbow, Reynolds, Scorer, Roberts, Thompstone. Clerk, Project Manager  
Cllr Jeffrey left at 1940hrs Cllr Blaney left at 1950hrs

**22/01/140 Apologies for absence**  
Cllr Roger Jackson - approved

**22/01/141 To receive any declarations of interest** under the provisions of sections 27-34 and Schedule 4 of the Localism Act 2011 - none

**22/01/142 Approval of Minutes of previous meeting**  
**142.1** Full Council Meeting 16<sup>th</sup> November 2022 – previously circulated  
Correction to minute: 22/11/126 - should read 10 for 2 against.  
Proposed Cllr David Martin Seconded Cllr Peter Storer  
**142.2** Matters Arising (not covered in the agenda) – None

The Clerk reported that she had invited the Police and Crime Commissioner to a STC meeting which will be open to the public.

The Clerk confirmed that the National Grid will be connecting the EV chargers in the Bramley Car Park on 24/01/2023 – BP Charge Master will then complete their commissioning a few days later

The Clerk reported that a contractor has been appointed to look at the lights in the long stay car park, waiting on a quote. A letter has been sent regarding the sign at Brackenhurst but no reply as yet.

**22/01/143 Opportunity to hear questions or statements from members of the public - none**

**22/01/144 County Councillor Report - noted**

**22/01/145 District Councillors Report – noted**

**22/01/146** Chairs Report and Announcements  
Chair passed on condolences to Cllr P Rainbow and Family.  
Chair confirmed the plaque on WA Rainbow bench is to be replaced by the family and the addition of another plaque by member of public is welcome.

The Clerk confirmed the skate park grant had been submitted and that all games and training at WMRG had been suspended to give the pitches chance to recover.

The Chair confirmed the 20K Notts CC funding had been missed due to time scales.

The Oak Tree has arrived and will need to be planted in the next two weeks. The Clerk will write to Deputy Lieutenant to agree a day for planting and TE to arrange the ceremony.

Unanimously Agreed

## **22/01/147 Finance**

147.1 Draft Income/Expenditure to 31<sup>st</sup> December 2022 – previously circulated

147.2 Draft Reserves to 31<sup>st</sup> December 2022 – previously circulated

147.3 Bills for Payment – previously circulated

147.4 Late bills for payment (to be circulated)

It was agreed unanimously that there should be a “fixed” amount for “giving” and it needs to be budgeted. Proposed Cllr PR Seconded Cllr RB

## **22/01/148 To review and accept recommendation from Governance & Finance Committee – Precept, Draft Budget, and Reserves 2023/2024- previously circulated**

LW Advised that the budget has to have the detailed budget underneath to NSDC they cannot just accept the expenditure.

The precept needs to be in by 01 Feb and the official break down across cost codes by 01 March.

10 in favour 2 against and 1 abstention – Cllr PR

## **22/01/149 Adopt the following policies – previously circulated**

149.1 Councillor Code of Conduct

149.2 Dignity at Work

Proposed Cllr MJ Seconded Cllr DM 12 Agree 1 Abstention – Cllr KR

## **22/01/150 Proposal to sign the Civility and Respect Pledge -previously circulated**

12 Agreed - The Clerk gave personal thanks to all those who accepted all agreed except 2 Councillors Cllr KR and Cllr SP

## **22/01/151 Proposal to accept the tree report – previously circulated**

It was unanimously agreed to move into closed session to discuss the tree report

Proposed Cllr SP Seconded Cllr MJ

## **22/01/152 CIL Funding and agreed projects paper approved at Governance and Finance – Previously circulated**

It was agreed unanimously that G & F would develop a long term strategy for 2024 and suspend all spending of CIL money until strategy agreed and with a considered approach in future. It was noted that there are time limits to consider on Spending CIL funds. CIL working group to be initiated.

- 22/01/153 Discussion and agreement on possible project for Grant applications from the Shared Prosperity Fund**  
To be passed to TE to consider the list and priorities.
- 22/01/154 Review of the consultation evening** – previously circulated
- 22/01/155 Agree request from the Fair trade Association** – previously circulated  
Agreed to fund £75 Proposed Cllr PH Seconded Cllr DM 1 against Cllr SP
- 22/01/156 Review of Kings Street Closure paper** – previously circulated  
Cllr MB gave a brief overview should have further news by the end of Jan, all agreed that remote operation of a barrier as per Newark would be best.  
Propose Cllr MB Seconded Cllr PH
- 22/01/157 To receive and note the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting**  
**136.1 Planning & Highways Meeting – 7<sup>th</sup> December 2022** – noted  
**136.2 Governance & Finance Meeting 14<sup>th</sup> December 2022** – noted
- 22/01/158 Items for discussion at next meeting**  
Clerk to write to Cllr R Jackson regarding roads and pavements in the Town.
- 22/01/159 Items for Communication**  
**Coronation Meeting next week.**
- 22/01/160 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1970 as amended by Section 100 of the Local Government Act 1972 for the following confidential items:**  
  
**160.1 Tree Works Tender**  
**160.2 HR Update**  
  
Unanimously agreed to have the Tree Report re-looked at and to be referred to extraordinary meeting , taking advice of Clerk and insurance parameters .
- 22/01/161 Date of next meeting – 15<sup>th</sup> February 2023**

Abi Brackenbury  
Project Manager

13/01/2023

This meeting has been recorded for clarity.



## **WARD MEMBERS' (Peter Harris & Malcolm Brock) REPORT FOR JAN 2023**

There have been few matters relating to Southwell over the past two months.

### **1. Planning**

1. Temporary Vaccination Centre. The Centre is required at weekends for up to 15 weeks per annum Test applied; '.....making of any material change in the use of any buildings or other land' Brackenhurst. Planning permission not required.

2. Development Management Performance Report ie showing the performance of the planning Development Business Unit for 3 months between October-December 2022. Two sections are noted below:

(i) There were 670 planning applications received in this quarter which is a 13% reduction over the same quarter in the previous year. Moreover, seasonal trends show a reduction in corresponding quarters from previous years. This is comparable to reductions shown nationally

(ii) The outcomes of appeals against planning applications and enforcement notices is shown under the headings of allowed, dismissed and split (part allowed). For this quarter 16 decisions were issued by the inspectorate of which 10 were dismissed and 6 allowed (Previous quarter 11 dismissed and 2 allowed). The government target is having no more than 33% allowed. This was achieved over the year.

(iii) The Planning Enforcement Report (3<sup>rd</sup> Quarter) reported an 'ever increasing number of reports being received which require some form of active investigation. It was noted that a significant number of cases were closed as they were not a breach. During this quarter 86 cases were opened and 74 cases closed. One example within the Southwell ward was cited where a section 215 notice (untidy land) was issued in April 2021. Two enforcement notices were served and two injunctions. The case is likely to go to court during February 2023.

### **2. Guidelines for Pre Election Period**

This shows the guidelines and restrictions on decision making and publicity during the pre election period (from 20<sup>th</sup> March 2023). Essentially, material cannot be published which, in whole, or in part, which appears to be designated to affect public support for a political party. However, this ought to permit business as usual, including the management of planning decisions.

### **3. Cabinet and Full Council**

The Housing Rents (the Housing Revenue Account - HRA) were agreed, with an increase of 5% - lower than the previously Government required inflation rate plus increase. The significant increase in external consultancy and contractors budget for next year was criticised. This was put down to labour shortages and increased costs. Money is being put aside for a 'Tenants Welfare Fund' to support tenants in need, especially for the 35% of tenants who do not receive Universal or Housing Benefit, in the current 'cost of living crisis' - as will now be described by the District Council.

The successful trial of a contract for environmental enforcement was extended for three years. It was noted at the scrutiny committee that there has been few hours spent by the Company in Southwell and the number of offences for littering from cars was very low - an issue that affects Southwell's roads significantly.

The District Council's 'Tree Strategy' will be released for consultation.

N&SDC has received an annual grant of £309,000 for 'Heritage and Culture', the application of this money will be closely monitored to ensure that this is used across the District.

The District Council has also established a 'Newark and Sherwood Community Partnership' to 'secure funding from national government' It is important that Southwell has a full engagement with this process

## District Council report February 2023

### No Excuse for Abuse

This week the District Council launched a campaign - No Excuse for Abuse.

In an email from John Robinson, chief executive, he felt it was necessary in the wake of incidents of Council representatives being subjected to abusive and or aggressive behaviour which is totally unacceptable.

NEWARK and Sherwood District Council is taking a stand against aggressive behaviour towards their staff and warning that there is 'no excuse for abuse'.

Aimed to address issues staff face when dealing with abusive individuals, the new 'No Excuse for Abuse' campaign looks to end behaviour towards staff that makes them feel unsafe. It is important for residents to recognise that staff are there to do their job and should be able to do so in an environment where they feel safe.

Abusive behaviour towards the District Council employees is a growing concern with an increased number of incidents being reported inside and outside of customer facing Council buildings. The abusive behaviour has included threats being made towards staff and in a number of cases these threats have been reported to the Police.

Aggressive behaviour towards staff has included threats, being approached in an aggressive manner whilst in public spaces, verbal abuse in face-to-face meetings, on social media, or by phone or email.

During 2021 and 2022 there have been 59 violent incidents towards staff recorded. This included 41 incidents of aggressive or threatening behaviour, 11 incidents of verbal abuse, and 5 incidents of anti-social behaviour.

It is unacceptable for staff to feel unsafe, be threatened or receive abuse when performing their work duties and the message of the campaign is clear, there is no excuse. Anyone behaving in an aggressive or abusive manner towards staff will be prosecuted by the District Council and the Police will be notified.

### Citizens Advice - Sherwood and Newark

Against such uncertain times, the need for support that Citizens Advice Sherwood and Newark provides is rising and the demand is growing. The current cost of living issues means that many more people are finding themselves in debt.

During the past year Citizens Advice Sherwood and Newark have had success in helping with:

13,158 advice issues dealt with

3,215 welfare benefits issued

6,286 debt issues handled

£4.3million worth of debt managed

£1.6million of additional benefits gained

80 families avoided homelessness

13 campaign issues taken up, on behalf of clients

8,000 hours donated by volunteers (valued at £150k)

Newark and Sherwood District Council contributed more than £80,000, to this valuable service for our residents.

Cllr Penny Rainbow  
Ward Member Southwell

[illegible]

[illegible]

### Reserves in 2022-23

Reserves in 2022-23	GENERAL RESERVES								RESTRICTED RESERVES				TOTALS
	OTHER SERVICES				DEVOLVED SERVICES								
	Emergency Reserve	COMMITTED RESERVES							Infrastructure (CIL) Reserves				Total Reserves
		Election Reserve	Maintenance Reserve	Flood Mitigation Reserve	Markets Reserve	Open Spaces Reserve (incl Norwood Gns)	Toilets Reserve	Car Park Reserves		Devolution Dudley Doy Reserve	Devolution Adams Row Reserve	Devolution Humberstone Rd Reserve	
310	313	312/334	314	332	321/322	333	316	311	330	331	329		
Reserves at 1st April 2022	£ 46,136.94	£ 3,400.56	£ 18,091.14	£ 120,052.68	£ 4,249.34	£ 44,023.04	£ 3,700.00	£ 1,572.56	£ 236,744.28	£ 4,500.00	£ 756.00	£ 31,000.00	£ 514,226.54
First Part Decorating									-£ 2,340.00				-£ 2,340.00
Safety Surface Under Slingshot (WMRG)									-£ 3,574.50				-£ 3,574.50
New Watering System									-£ 9,752.00				-£ 9,752.00
Extra Hanging Basket Brackets (Install)									-£ 1,690.00				-£ 1,690.00
Old Court House Electrical Works									-£ 4,350.00				-£ 4,350.00
Exterior Painting Old Court House									-£ 2,400.00				-£ 2,400.00
Three Months Project Manager Costs									-£ 12,750.00				-£ 12,750.00
Increase Election Reserve	-£ 2,600.00	£ 2,600.00											£ -
Ground Staff Costs											-£ 3,475.80		-£ 3,475.80
R Covill - Pitch Maintenance								-£ 3,350.00					-£ 3,350.00
New Boiler - Court House Chambers			-£ 2,940.00										-£ 2,940.00
Repairs to Back Office			-£ 2,925.00										-£ 2,925.00
Gabion Wall								-£ 4,090.00					-£ 4,090.00
Works to Lamp Columns								-£ 2,158.76					-£ 2,158.76
Christmas Trees and Lights								-£ 17,521.00					-£ 17,521.00
Norwood Gardens						-£ 21,944.82							-£ 21,944.82
Welcome Back Fund					£ 9,999.00								£ 9,999.00
Interior Decorating								-£ 5,097.00					-£ 5,097.00
Reserves at 31st January 2023	£ 43,536.94	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 14,248.34	£ 22,078.22	£ 3,700.00	£ 1,572.56	£ 167,671.02	£ 4,500.00	£ 756.00	£ 27,524.20	£ 423,866.66
Notes													
Committed Reserves													
Norwood Gardens						-£ 906.05							-£ 906.05
Skatepark									-£ 30,468.00				-£ 30,468.00
Squires & Cludd Pond									-£ 14,650.00				-£ 14,650.00
Electric Works - The Old Courthouse									-£ 1,100.00				-£ 1,100.00
Decorating - The Old Courthouse									-£ 1,148.00				-£ 1,148.00
Community Arts Project									-£ 500.00				-£ 500.00
Project Co-ordinator									-£ 4,250.00				-£ 4,250.00
Ground Staff Costs									.		-£ 1,158.60		-£ 1,158.60
Christmas Trees/Lights									-£ 12,485.34				-£ 12,485.34
Bike Racks									-£ 555.00				-£ 555.00
Total Committed Reserves	£ -	£ -	£ -	£ -	£ -	-£ 906.05	£ -	£ -	-£ 65,156.34	£ -	£ -	-£ 1,158.60	-£ 67,220.99
Remaining Reserves	£ 43,536.94	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 14,248.34	£ 21,172.17	£ 3,700.00	£ 1,572.56	£ 102,514.68	£ 4,500.00	£ 756.00	£ 26,365.60	£ 356,645.67

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CASH POSITION BEFORE ANY PAYMENTS ARE MADE			£		
CCLA Deposit Account			£ 375,000.00		
NatWest Current Account			£ 81,653.39		
Natwest Direct Saver			£ 1,082.82		
Natwest Car Park Account			£ 941.23		
Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total
3320	JIGSTER	IT SUPPORT - MAY-DEC	£ 300.00	£ -	£ 300.00
3321	SECURITY PLUS+	CASH PROCESSING FEE	£ 10.01	£ 2.00	£ 12.01
3322	INSPIRE	ROOM HIRE - CONSULTATION EVENING	£ 110.00	£ 7.00	£ 117.00
3323	LESLEY WRIGHT	GUTTERING FOR WORKSHOP	£ 40.23	£ 8.05	£ 48.28
3324	SOUTHERN ELECTRIC	NOTTINGHAM ROAD	£ 38.09	£ 1.90	£ 39.99
3325	VIKING DIRECT	STATIONERY	£ 37.37	£ 7.47	£ 44.84
3326	CAPITA/PAY 360	CARD PROCESSING FEE	£ 3.18	£ -	£ 3.18
3327	UNICOM	PHONE/BROADBAND/MOBILE	£ 229.23	£ 45.85	£ 275.08
3328	D&T TYRES	TYRE REPAIR -YN17 AAE	£ 45.00	£ 9.00	£ 54.00
3329	BRAMLEY PUBLICATIONS	HALF PAGE IN BRAMLEY	£ 360.00	£ 72.00	£ 432.00
3330	COUNTY SUPPLIES	TOILET ROLL	£ 11.39	£ 2.28	£ 13.67
3332	TIME ASSURED LIMITED	REPAIR TO MARKET SQUARE CLOCK	£ 450.00	£ 90.00	£ 540.00
3333	INSPIRE	2022.23 TIC RENT	£ 1,000.00	£ -	£ 1,000.00
3334	OPUS ENERGY	UNMETERED SUPPLY 2 KING STREET CAR PARK	£ 29.01	£ 1.45	£ 30.46
3335	OPUS ENERGY	UNMETERED SUPPLY KING STREET CAR PARK	£ 13.19	£ 0.66	£ 13.85
3336	OPUS ENERGY	CHURCH STREET TOILETS	£ 54.80	£ 2.74	£ 57.54
3337	OPUS ENERGY	MARKET PLACE	£ 35.94	£ 1.80	£ 37.74
3338	OPUS ENERGY	BISHOPS DRIVE	£ 40.99	£ 2.05	£ 43.04
3339	OPUS ENERGY	BISHOPS DRIVE	£ 14.45	£ 0.72	£ 15.17
3340	OPUS ENERGY	OLD COURT HOUSE	£ 220.09	£ 44.02	£ 264.11
3341	PINDERS OPTICIANS	EYE TEST - AB	£ 42.50	£ -	£ 42.50
3342	LESLEY WRIGHT	MONTHLY ZOOM FEE	£ 11.99	£ -	£ 11.99
3343	TRENT VALLAEY TRAINING	EMERGENCY FIRST AID TRAINING- IV	£ 80.00	£ 16.00	£ 96.00
3344	ROYAL BRITISH LEGION	2 X REMEMBRANCE WREATHS	£ 55.00	£ -	£ 55.00
3345	T&M CLEANING	COURT HOUSE CLEANING	£ 148.00	£ -	£ 148.00
3346	BE FUELCARDS	DIESEL	£ 65.89	£ 13.18	£ 79.07
3347	PROLUDIC	NORWOOD GARDENS UPGRADE	£ 21,944.82	£ 4,388.96	£ 26,333.78
3348	STEVE COOK	WATER HEATER REPAIR - KITCHEN	£ 165.00	£ 33.00	£ 198.00
3349	JUDSON SIGNS	SIGNS FOR FRONT OF OLD COURTHOUSE	£ 318.00	£ 63.60	£ 381.60
3350	VODAFONE	CARD PROCESSING SIM	£ 10.05	£ 2.01	£ 12.06
3352	STC	NET SALARIES	£ 11,173.57	£ -	£ 11,173.57
3352	STC	PAYE/NIC	£ 3,124.59	£ -	£ 3,124.59
3352	STC	PENSION	£ 4,020.73	£ -	£ 4,020.73
3353	JIGSTER	MICROSOFT 365 SUBSCRIPTION	£ 79.99	£ -	£ 79.99
3354	WATERPLUS	OLD COURT HOUSE	£ 39.20	£ -	£ 39.20
3355	WATERPLUS	RECREATION GROUND	£ 141.30	£ -	£ 141.30
3356	WATERPLUS	BURGAGE	£ 188.14	£ -	£ 188.14
3357	WATERPLUS	CHURCH STREET TOILETS	£ 80.65	£ -	£ 80.65
3358	VITAL SKILLS	GROUNDSTAFF TRAINING	£ 174.00	£ 34.80	£ 208.80
3359	TONER GIANT	PHOTOCOPY TONER	£ 332.04	£ 66.42	£ 398.46
3360	UPC	FLYGUARD	£ 48.41	£ 9.68	£ 58.09
3361	BRANDON HIRE STATION	HERAS FENCING HIRE	£ 2.77	£ 0.55	£ 3.32
3362	BRANDON HIRE STATION	HERAS FENCING HIRE	£ 192.89	£ 38.58	£ 231.47
3363	BRANDON HIRE STATION	HERAS FENCING HIRE	£ 19.64	£ 3.93	£ 23.57
3364	HANDICENTRE	CREW LANE GOODS	£ 34.28	£ 6.85	£ 41.13
3365	HANDICENTRE	QUEEN STREET GOODS	£ 131.87	£ 26.37	£ 158.24
3366	VISION ICT	DATA BACKUP	£ 216.00	£ -	£ 216.00
3367	LUCY JOHNSON	FEBRUARY CLEANING	£ 642.00	£ -	£ 642.00
3368	TALLENTS SOLICITORS	COURTHOUSE CHAMBERS LEASE	£ 850.00	£ 170.00	£ 1,020.00
3369	LAND REGISTRY	LAND SEARCH - RIVERSIDE WALK	£ 34.95	£ -	£ 34.95
3370	BE FUELCARDS	CARD CHARGE	£ 2.51	£ 0.50	£ 3.01
3371	COUNTY SUPPLIES	CREDIT - COLOURING PENS	-£ 31.84	-£ 6.37	-£ 38.21
3372	WATERPLUS	CHURCH ST CAR PARK	£ 171.41	£ -	£ 171.41
3373	COUNTY SUPPLIES	STATIONERY	£ 6.60	£ 1.32	£ 7.92
3374	WATERPLUS	KING STREET	£ 101.82	£ -	£ 101.82
3375	CAPITA/PAY 360	CARD TRANSACTION CHARGES	£ 1.90	£ -	£ 1.90
3376	BRAMLEY PUBLICATIONS	HALF PAGE - FEBRUARY ISSUE	£ 360.00	£ 72.00	£ 432.00
3377	SECONDELEMENT	LEGIONELLA JAN - DEC 2023	£ 992.36	£ 198.47	£ 1,190.83
3378	CAPITA/PAY 360	CARD TRANSACTION CHARGES	£ 8.73	£ 1.75	£ 10.48
3379	TALLENTS SOLICITORS	SOLS FEES EV CHARGERS	£ 2,959.00	£ 591.80	£ 3,550.80
	Total		£ 51,983.73	£ 6,032.39	£ 58,016.12
Signature 1			Date		
Signature 2			Date		



<b>CASH POSITION BEFORE ANY PAYMENTS ARE MADE</b>						<b>£</b>
CCLA Deposit Account						<b>£ 375,000.00</b>
NatWest Current Account						<b>£ 63,829.37</b>
Natwest Direct Saver						<b>£ 1,082.82</b>
Natwest Car Park Account						<b>£ 1,000.93</b>

Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total
3384	WATERPLUS	MARKET WATER	£ 11.15	£ -	£ 11.15
3385	PAY BY PHONE	PAYMENT PROCESSING FEE	£ 35.56	£ 7.11	£ 42.67
3386	SECURITY PLUS+	CASH PROCESSING FEE	£ 7.66	£ 1.53	£ 9.19
3387	NALC	ANNUAL SUBSCRIPTION	£ 1,436.44	£ -	£ 1,436.44
3388	UNICOM	PHONE/MOBILE/BROADBAND	£ 221.93	£ 44.39	£ 266.32
3389	BEFUELCARDS	DIESEL	£ 68.18	£ 13.64	£ 81.82
3390	HD ELECTRICAL SYSTEMS LTD	INSPECTION - CAR PARK LIGHTING	£ 801.70	£ 160.34	£ 962.04
3391	CHRISTMAS PLUS	TRANSFORMER	£ 37.50	£ 7.50	£ 45.00
3392	TOOLSTORE	HAMMER DRILL	£ 88.70	£ 17.74	£ 106.44
3393	SSE	OLD COURTHOUSE GAS	£ 1,174.44	£ 58.72	£ 1,233.16
3394	SSE	NOTTM ROAD LIGHTING	£ 37.93	£ 1.89	£ 39.82
				£ -	£ -
				£ -	£ -
				£ -	£ -
				£ -	£ -
				£ -	£ -
				£ -	£ -
				£ -	£ -
	Total		£ 3,921.19	£ 312.86	£ 4,234.05

Signature 1	Date
Signature 2	Date

## **AGENDA ITEM 175**

### **USE OF MARKET RESERVES**

It was agreed at the Town Environment meeting:

#### **TE 22/05/136 Renovation on notice boards - previously circulated**

Cllr Karen Roberts proposed the Rodney Board was to stay and restore the other boards across town. The library notice board has funding to restore. It was agreed that further investigative work into the notice boards be carried out when time allows.

Unanimously Agreed.

Following that investigative work there are two noticeboards on the Market Square that need refurbishment.

It is proposed to renovate the double sided noticeboard with weatherproof backing attached to a piece of Perspex as this is more weatherproof than using marine ply as previously and should last longer.

The cost of the weatherproof backing is £155.46 per sheet (£310.92) and the cost of the Perspex is £375.62. The total cost of materials is £686.54

The noticeboard at the King's Court side of the Market Square is also in need of renovation. The backing is bulging, making it difficult to pin documents etc to it.

The cost of the weatherproof backing is £130.29

The works would be carried out by ground staff.

Total cost for the renovations is £816.83 for **both** Market Square noticeboards

The fish stall needs to be renovated to accommodate the trays that are currently used.

It is proposed to make these amendments to the stall, which would still enable other stall holders to use the stall, if required. The canopy would still fit the stall after the renovations.

A quote has been received from Yates for £665.40 to complete the works. One other quote was received, but that supply has declined to accept the work.

#### Proposal

1. To approve spending £816.83 from Market Reserves for the renovation of the two noticeboards.
2. To approve spending £665.40 from Market Reserves for the alterations to the fish stall?

Current Market Reserves - £14,248.34

Author – Alice Dunn, Deputy Clerk

Proposed: Lyn Harris

Seconded: Karen Roberts

Full Council – February 2023



## S137 Grant FUNDING

### APPLICATION FOR GRANT AID

#### **Section 1**    About your organisation

<b>Name of Organisation</b>	Southwell Scout Group
<b>Location</b>	Scout HQ., Bishops Drive, Southwell
<b>Purpose of Organisation</b>	Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.
<b>Total Number of Members</b>	We have 167 Beavers, Cubs, Scouts and Explorer Scouts. In addition there are 40 volunteer adults who lead these groups and/or who form the executive committee who support the groups. The HQ is let out during weekdays to small private businesses who, primarily, are engaged in the provision of health and wellbeing classes. It is also let out at weekends for private parties. These classes lead to another 100 or so people using the premises.
<b>% of Members in the Town</b>	Approx 2%
<b>Age Profile of Organisation</b>	5 years to 65 years
<b>Contact Name</b>	Alastair Murray
<b>Contact Address</b>	41 Church Street, Southwell, NG25 0HQ
<b>Telephone Number</b>	07501 399558
<b>Email Address</b>	yarrumja@gmail.com

#### **Section 2**    About the Grant Aid

<b>Amount of Grant Applied for</b>	Southwell Scouts are applying for a grant of £600. We have obtained a quotation for the work from the fencing contractor, Nick Wiltshire of Caunton. He has costed the work at £1,080 including VAT. Nick is running the London Marathon on the 23rd April this year. He is running on behalf of NSPCC and will donate the payment
------------------------------------	--

	<p>for this work directly to the NSPCC.</p> <p>Southwell Scouts have budgeted £400 from their own reserves towards the cost of this project.</p>
<b>What will the Grant be used for</b>	To replace the wooden fence between Scout property and the public car park on Bishop's Drive, Southwell.
<b>How will the grant aid benefit the residents living in Southwell?</b>	<p>The fence will renew the existing broken fence. Currently the fence is an eyesore in the area, a new one will tidy the area up and restore the confidence of people frequenting the area.</p> <p>The fence will have a gap to allow pedestrians to walk between the car park to the scout property, improving the road safety for both pedestrians and motorists.</p> <p>The gap will not be wide enough to allow vehicle access to and from the car park.</p>
<b>Give details of funds your organisation has raised in recent years</b>	<p>The following amounts were raised by  Southwell Scouts;</p> <p>Financial year 2021/22 Subscriptions £8,080, Fundraising £7,073 including £5,350 from Co-op for insulation work</p> <p>2020/21 Subscriptions £4,300, Fundraising £1,850 including £1,450 from Co-op for insulation work (NB we suspended subscriptions from April to September 2020 due to Covid)</p> <p>2019/20 Subscriptions £8,350, Fundraising £1,340.</p> <p>In general, our annual fund raising consists of a quiz night and raffle.</p>
<b>What other organisations have you applied to in respect of this request and what was the outcome?</b>	Southwell Scouts have not applied to anyone else in respect of this project.

Below are comments from Sean Davies (N&SDC Tree and Landscape Officer) concerning the trees on the Burgage.

#### ROWAN TREE on Burgage

Tree at approximately 1.5-2m has an area of necrotic bark (probable cause Cytospora canker) extending 70-80% around the main stem. The most likely point of failure is at this point, the target is the adjacent highway (high target rating as per HSE (SIM 01/2007/05), probability of failure is suggested to be 80% in the next 18 months. With this in mind removal is suggested as prudent

The parish council should be mindful as per the 'Town and Country Planning (Tree Preservation)(England) Regulations 2012' a replacement tree will be required.

It is suggested that a plan be drawn up for the whole site to preserve the historical character of the green, allowing for fungal loading species be shifted to *Davidia involucrata* or *Liquidambar styraciflua* or *Metasequoia glyptostroboides* or *Ginkgo biloba*

#### LIME TREE on Burgage

Lime tree Burgage open space Southwell

Risk assessment- guidelines cited by HSE and published by the Forestry commission 'Hazards from trees' [HAZARDS FROM TREES \(forestryresearch.gov.uk\)](https://www.forestryresearch.gov.uk) are followed, this splits the assessment into four broad areas

1. Target
2. Likely failure part
3. Magnitude of hazard
4. Probability of failure

The lime tree scores as follows

1. Adjacent public highway/ open spaces and residential units could be in occupancy under all climatic conditions (high winds etc) 24 hours a day 365 days a year, equalling a high target area.
2. Most likely part to fail – whole tree. The park side of the main stem is considered to be decayed to the central core going below ground level, over 50% of the tree basal circumference is considered to be dead and decayed. The decay pattern is strongly indicative of the majority of the supporting roots being dysfunctional.
3. Magnitude, due to the level of decay, failure under a high wind event would be expected to be sudden with a high level of potential energy, the tree shearing from the base rather than easing out of the soil. It should be expected that the threat would cause significant structural damage (buildings), complete destruction of vehicles, immediate death to humans.
4. Probability of failure (next 18 months) given the level of decay, the likely causal agent a failure probability is suggested of 70 to 80%.

5 day notice, Tree Works Order has already been approved and a quote to fell both trees has been received – total cost £1,000+VAT (in budget for 2022.23)

1. View from adjacent highway (Burgage Green), red outline of decayed area





2. Root spur decayed (>50%) , suggested to have low structure integrity



3. Likely causal agent – Bacterial wet wood *Pseudomonas* spp.





4. Decay column (1b), decayed root spur (1a)



Abi Brackenbury  
Southwell Town Council  
The Old Courthouse  
Burgage  
Southwell  
Nottinghamshire  
NG25 0EP

08 February 2023

Dear Abi,

Thank you for allowing us the opportunity to quote for Bishops Drive - Southwell - Climbing Net.

Our aim at Proludic is to capture the imagination of every visitor to our play areas through inventive designs, creative ideas on inclusive play and stimulating products. We design our play areas to incorporate all these aspects whilst ensuring we achieve compliance with the relevant legislations.

We offer a full service including advice, design, contract management and a dedicated after sales service which is unmatched in this industry. We pride ourselves on our offering of complete solution from start to finish of your project.


We will contact you within two weeks to see how we can help further with your project. However if you have any queries regarding this quote or any part of our service in the meantime please do not hesitate to contact me on 07881 917 018.

Yours sincerely

Kiran Chouhan  
Area Sales Manager  
Proludic Ltd

Prepared for: Southwell Town Council  
 Our Reference: 2302.37101  
 Date: 08 February 2023

## Quotation for Bishops Drive - Southwell - Climbing Net – Option 1

Qty	Code	Product Name	Unit Price	Total Line Price
01. Proludic Play				
1		J4807A	Single Pyramid	10,197.90
		PJ4807A	Installation of J4807A - Single Mountain Net	1,820.00
Total:				£12,017.90
08. Installation Costs				
1	UKPLANTHIRE	Plant Hire allowance 1 week (Telescopic Handler, Excavator etc)	720.00	720.00
Total:				£720.00
10. Groundwork and Landscaping				
1	UKREM	DIG Removal of existing Summit Climbing Net	1,560.00	1,560.00
1	UKADDWORKS	Carefully remove MATTA tiles and leave on site (to be re laid by others)	420.00	420.00
Total:				£1,980.00
11. Miscellaneous Items				
1	UKA1002	Prelims	1,080.00	1,080.00
Total:				£1,080.00

## 12. Services

1	UKA1100	Post Installation Inspection	450.00	450.00
Total:				£450.00

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Delivery Charge: £1,019.79

Discount: £620.67

Total Quote Amount: £16,647.02

This quote is subject to a CAD drawing.

Please be advised that the installation prices are a guideline only subject to a full site survey by a Proludic representative.

This quote does not include for any works associated with the existing Matta safety surfacing, temporary removal of the surfacing will be required for the removal of the existing net and installation of the new equipment. Proludic will not be held responsible for any damage to the surfacing, any remedial works and re-installation of the existing surfacing as these are the responsibility of the client. Client to ensure existing Matta surfacing is of a suitable critical fall height for the new equipment and is fit for purpose

This quote is valid until 10/03/2023

Please note all prices quoted are excluding VAT

## Terms and Conditions

### Formation of a Contract

The quotation given on or attached to these terms and conditions will remain valid for a period of 90 days, unless otherwise stated on the quote.

Acknowledgment and acceptance of this proposal is made by you placing an order within the specified period above, at which time you will be bound by these terms and conditions. Each proposal accepted shall constitute an individual legally binding contract between you and us. Such contract is hereinafter referred to in these terms and conditions as "an order".

Nothing in these terms and conditions shall prejudice any condition or warranty expressed or implied, or any legal remedy to which we may be entitled in relation to the goods / and or the work the subject of this order.

### Our Responsibility

We will ensure that all materials supplied comply with safe building practices and are free from defects and that any work carried out is carried out with reasonable care and skill and to a reasonable standard.

Before starting any work we will carry out an inspection to make sure that all work quoted is appropriate and practicable.

If after our inspection any further work is necessary either because of alterations in design, specification or otherwise and this causes an increase in costs we will send you a further proposal giving details of the extra costs and will only proceed with the works once your written acceptance has been received.

Subject to our terms we will carry out the work in accordance with our proposal.

We will make good any damage caused whilst carrying out the work.

### Your Responsibility

You will permit us during normal working hours to carry out an inspection and thereafter to undertake the works according to the programme set out in the proposal.

You will remove all items necessary to allow us to commence the works and cover and protect all fixtures and fittings, which cannot be removed.

You will obtain all permissions and consents, (including if necessary planning permission) from landlords, local authorities and others, which are required before the work can commence.

Where you are required to provide us with measurements or other information such measurements or information must be correct. If we rely on the measurements or information given when preparing our proposal and such measurements or information are incorrect we reserve the right to increase the price to make good any errors or additional works required as a result.

### Payment

Goods are invoiced upon dispatch. Payment terms are strictly net 30 days from the date of invoice. Acceptance of this order constitutes agreement of these terms and overrides any other payment terms, including any quoted on your purchase order. We reserve the right to issue interim invoices or applications for payment, or request payment prior delivery or installation on a proforma basis.

Please note all prices quoted are excluding VAT.

### Delivery/Installation Dates

UK delivery is priced at 10% (with a minimum £100 charge) based on the total list price value of the equipment. We reserve the right to increase the delivery charge dependent on location of delivery address, all amended prices will be notified on quotations.

You will be provided with an estimated delivery date on receipt of order and updated throughout the order process. Delivery is approximately 4-6 weeks from the date of order. Deliveries that cannot be accepted by the customer within 4 weeks of the agreed date, will be subject to a storage charge of £100 per week or 1% of the equipment value, whichever is greater

### Minimum Installation Charge

On orders received with installation, a minimum installation charge per site of £1000 applies in all cases.

Budget costs assume that easy lorry access & precise siting of the equipment will be provided, no surface or underground obstructions will be encountered during excavation such as concrete, hard-core, rock, chalk, roots, drainage, gas or water pipes, telephone or electricity cables etc. In the event of any such obstructions we reserve the right to charge for any additional work involved. We cannot accept liability for any consequent charges that may be incurred by disruption of any of the foregoing services. For fixed installation prices, a site survey is required by a company representative prior to the order being placed

### Main Contractor's Discount

Our quotation does not include for a Main Contractor's Discount. If a 2.5% Main Contractor's Discount is applicable, please add 2.563% to our quoted prices.

### Cancellation Policy

The Company reserves the right to levy a cancellation charge of:

- 25% of the total order value if cancelled more than 6 weeks from the scheduled delivery / start date.
- 50% of the total order value if cancelled less than 6 weeks from the scheduled delivery / start date.

Please Note: Any such charge is non-negotiable and is solely at the discretion of the Company. All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.

The Play Hub, Bradmore Business Park, Loughborough Road, Nottingham NG11 6QA





5+



15



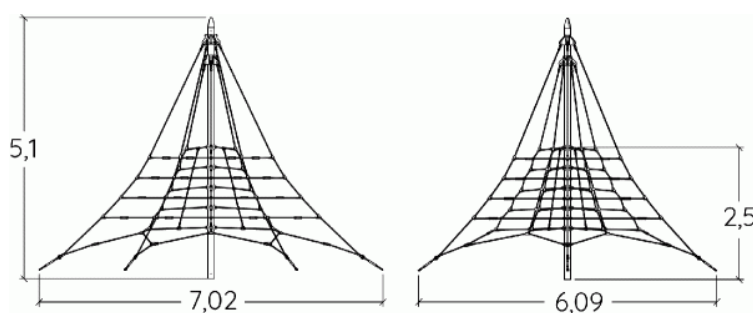
2,5m



1 = 6,08m  
2 = 7,02m  
3 = 5,01m



Motor inclusion  
Sensory inclusion  
Mental inclusion



Play value :

4

meeting



x1

balancing



x1

climbing



x1


getting across



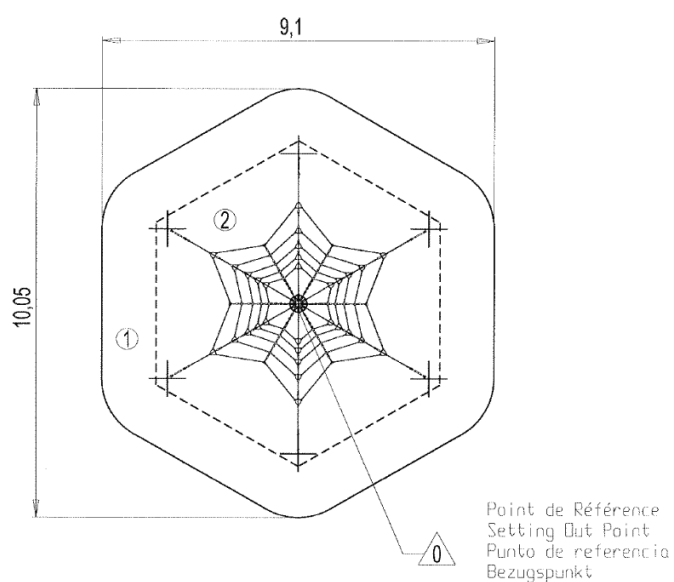
x1



## Installation of equipment

**IMPORTANT:** It is essential to refer to the installation instructions for information on the size of the safety areas.

 Impact area (minimum normative surface)

 Free space



		
1	1,1m	32,5m <sup>2</sup>
2	2,5m	38,5m <sup>2</sup>



4



03h00



3.5m<sup>3</sup>



71m<sup>2</sup>



179kg



150kg



EN

1176

Abi Brackenbury  
Southwell Town Council  
The Old Courthouse  
Burgage  
Southwell  
Nottinghamshire  
NG25 0EP

08 February 2023

Dear Abi,

Thank you for allowing us the opportunity to quote for Bishops Drive - Southwell - Climbing Net.

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We will contact you within two weeks to see how we can help further with your project. However if you have any queries regarding this quote or any part of our service in the meantime please do not hesitate to contact me on 07881 917 018.


Yours sincerely

Kiran Chouhan  
Area Sales Manager  
Proludic Ltd



Prepared for: Southwell Town Council  
 Our Reference: 2302.37102  
 Date: 08 February 2023

## Quotation for Bishops Drive - Southwell - Climbing Net – Option 2

Qty	Code	Product Name	Unit Price	Total Line Price
<b>01. Proludic Play</b>				
1	J4811A	Suspended World Structure	25,772.58	25,772.58
				
1	PJ4811A	Installation of J4811A	4,200.00	4,200.00
Total:				£29,972.58
<b>08. Installation Costs</b>				
1	UKPLANTHIRE	Plant Hire allowance 1 week (Telescopic Handler, Excavator etc)	720.00	720.00
Total:				£720.00
<b>10. Groundwork and Landscaping</b>				
1	UKREM	DIG Removal of existing Summit Climbing Net	1,560.00	1,560.00
1	UKADDWORKS	Carefully remove MATTA tiles and leave on site (to be re laid by others)	420.00	420.00
Total:				£1,980.00

#### 11. Miscellaneous Items

1	UKA1003	Prelims	1,440.00	1,440.00
			Total:	£1,440.00

#### 12. Services

1	UKA1100	Post Installation Inspection	450.00	450.00
			Total:	£450.00

Delivery Charge: £2,577.26

Discount: £2,930.91

Total Quote Amount: £34,208.93

This quote is subject to a CAD drawing.

Please be advised that the installation prices are a guideline only subject to a full site survey by a Proludic representative.

This quote does not include safety surfacing – all groundworks to be carried out by others.

This quote does not include for any works associated with the existing Matta safety surfacing, temporary removal of the surfacing will be required for the removal of the existing net and installation of the new equipment. Proludic will not be held responsible for any damage to the surfacing, any remedial works and re-installation of the existing surfacing as these are the responsibility of the client. Client to ensure existing Matta surfacing is of a suitable critical fall height for the new equipment and is fit for purpose

This quote is valid until 10/03/2023  
Please note all prices quoted are excluding VAT

## Terms and Conditions

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### Minimum Installation Charge

On orders received with installation, a minimum installation charge per site of £1000 applies in all cases.

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The Play Hub, Bradmore Business Park, Loughborough Road, Nottingham NG11 6QA



6+



35



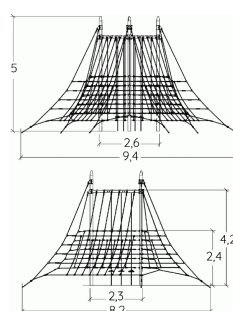
2,6m



1 = 8,15m  
2 = 9,4m  
3 = 5m



Motor inclusion  
Sensory inclusion  
Mental inclusion



Play value :

4

meeting



x1

balancing



x1

climbing



x1



getting across

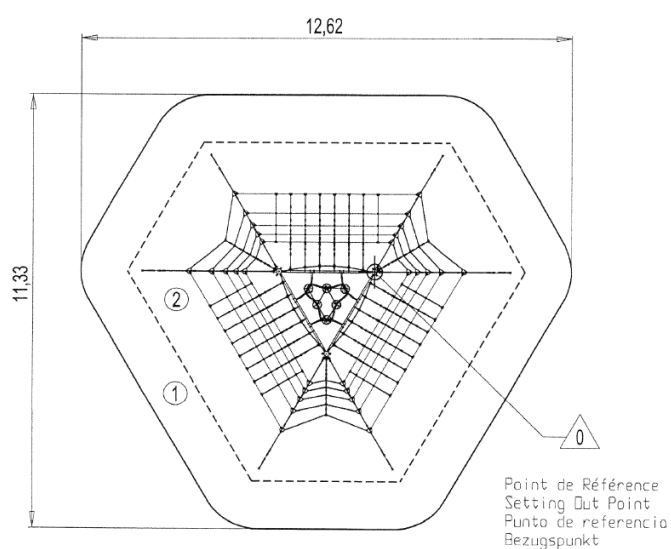




x1

## Installation of equipment

**IMPORTANT:** It is essential to refer to the installation instructions for information on the size of the safety areas.

-  Impact area (minimum normative surface)  
 Free space



		
1	1,5m	43m <sup>2</sup>
2	2,6m	67m <sup>2</sup>



4



04h00



5.6m<sup>3</sup>



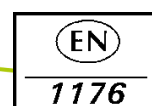
110m<sup>2</sup>



447kg



41kg



## **Queen Elizabeth II Fruit Tree Walk**

Proposal: - Southwell Town Council to create a fruit tree walk in Memorial of Queen Elizabeth II in the 'War memorial recreation ground'.

The walk would be a new path which goes from the corner of the Bowls Club Green, diagonally across the grass to the Limetree Walk footpath, at the point where the Westgate footpath joins it. (This is a route that many people take already, to cut the corner off.) The path would be lined on either side by fruit trees of different varieties.

Why do this? As a memorial to Queen Elizabeth II. It uses Trees as a theme, which we have been asked to do. Fruit trees are a feature of Southwell. It provides a community resource. Would be an added feature in the park. The path would establish an already walked route and make it user friendly for all.

Path. The proposed path is approximately 80 metres long and would need to be 2 metres wide to allow pushchairs and wheelchairs easy access. Easiest material to construct this would be 'Hoggin self binding gravel', 8cm thick laid on a membrane.

Trees. Planted along side path in beds covered with bark or wood chipping. They could also be underplanted with a variety of fruit bushes.

Benches could be added as a feature at intervals along the path. The path could be extended to link with the Memorial Oak trees and benches added there.

This could be a community project. Groups could be asked to sponsor a tree and have the tree type and their groups name put on a plaque next to the tree.

Would the rotary Club provide the labour to create the path?

Involvement of local businesses to supply goods, provide expertise and help in kind?

Steve Perry

### **Report back to Full Council 14/11/22**

Leisley, Lyn, Abi and I met with ATC contract Service on the park to look at the site and discuss possible costs. A new design was proposed which incorporated the Oak tree, we are planting for the Platinum Jubilee and the usage of the Minster Pupils walking across this area from the War Memorial gate. The result is an expanded path network and a path round the Oak tree. We now have a quote for the path which gives an idea of the cost of the project. It is hoped that if the council puts in the path that we could then go out to local business, organisations and individuals for sponsorship to cover the cost of Fruit Trees, Benches and Picnic tables.

To progress this: -

Proposal.

To go to tender for the construction of pathways for 'The Queen Elizabeth II Fruit Tree walk'.

Way forward 20/01/23

With the planting season for trees, for this winter ending in a few weeks, it is not possible to complete this project this winter. I propose that if the council wish to continue with this that the following timetable of events is put into action.

1. Place an order with Marc Richardson, a local fruit tree specialist, for the grafting of 20 fruit trees (At £20 per tree) on half standard root stock, ready for planting as 1 year old whips next winter. Varieties of tree to be from the councils list of local varieties. **This must be done by latest end of February 2023 if needed for next year**

Total cost £400.

2. Get three quotes to lay the Tri path network. Work to be done over the summer when the ground is more able to take machinery and be completed by September 2023. We already have a quote made in Nov 2022 for the work to cost Approximately £17,000. **Quotes to be in and accepted by the end of April 2023.**

3. There will be additional cost to be considered. Tree planting will require stakes, protection, grips, chippings etc. this could add a planting cost of £15 per tree. (£300 approx). Low level fencing and protective planting around the Oak tree. Cost ? If we add benches and picnic tables these will add a cost .... £600 per item? These need to be considered but no action is needed until after the path is laid.

4. Once the council agree to the project then Abi and I can look at ways of getting local sponsorship for the Trees,



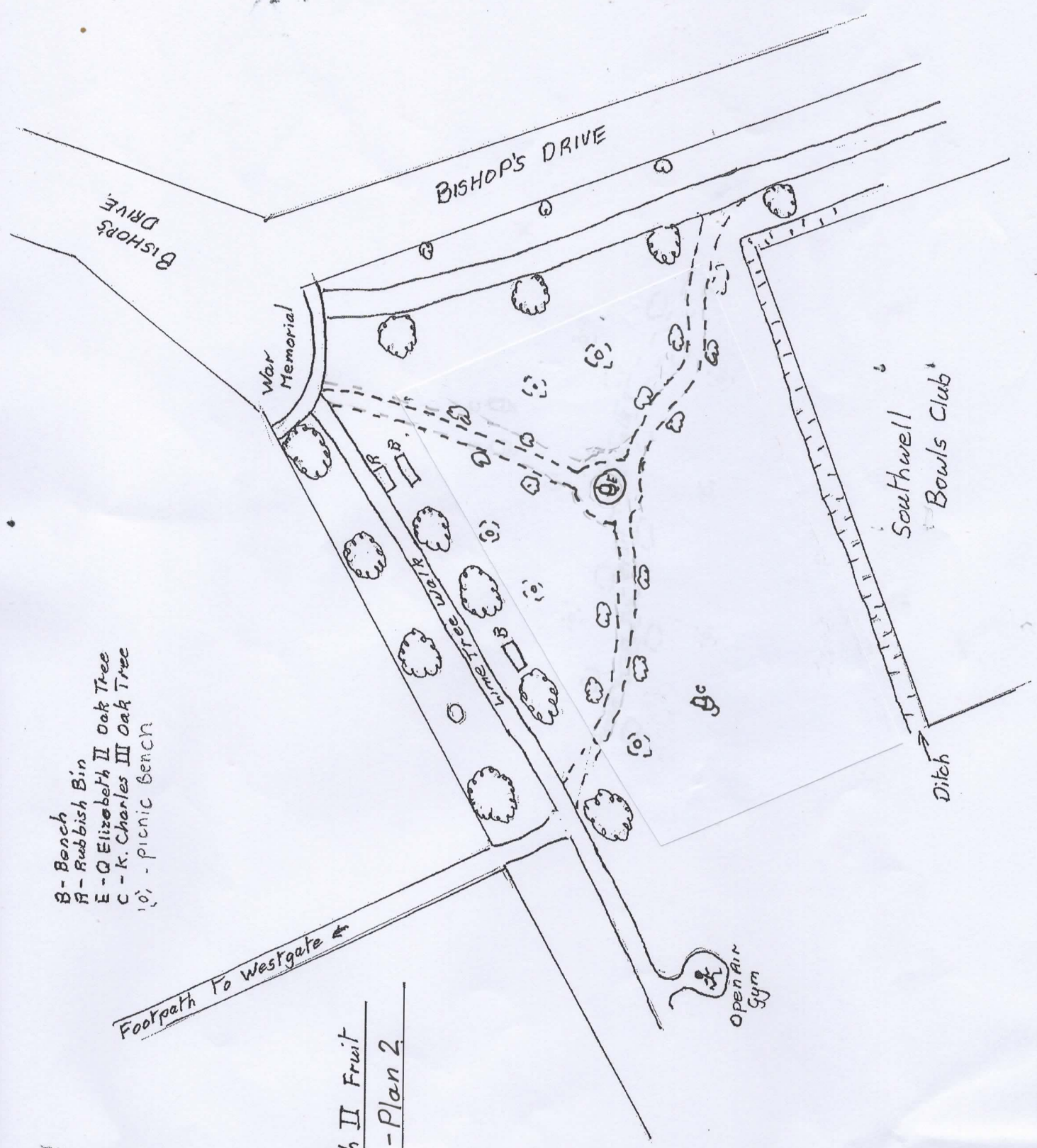
benches etc. offering to place donors plaques on/next to their donated item.

- B - Bench
- R - Rubbish Bin
- E - Q Elizabeth II Oak Tree
- C - K. Charles III Oak Tree
- (P) - picnic bench

Footpath To Westgate ←

Queen Elizabeth II Fruit  
Tree Walk ? - Plan 2

Path 1.5m. wide.



## Agenda Item 178

### Motion – King Street Car Park

The Wheatsheaf has agreed – for many years – to allow residents and visitors to exit the King St car park to the west side of the Market Square through their land.

In view of the uncertain nature of the pub, the Council will apply for an easement order over this path to ensure residents and visitors continuity of access.

Proposed	Peter Harris Chair Governance and Finance
Seconded	Lyn Harris Convenor Market Working Group

## UK Shared Prosperity Funding for Southwell (applications)

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government's ambitious Levelling Up agenda and a significant component of its support for places across the UK. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition.

The deadline for applications is email to: [UKSPF@newark-sherwooddc.gov.uk](mailto:UKSPF@newark-sherwooddc.gov.uk) by no later than 17:00 Friday, 17th February 2023

At the last Full Council meeting, we decided the projects to take forward were:

- 1 - Church Street toilet renovations
- 2 - Skatepark
- 3 - Riverside path renovations (& bridge)
- 4 - Lowes Wong access road
- 5 - Kings Street road closure

More information to be found here: <https://www.newark-sherwooddc.gov.uk/spf/>

Sarah Husselbee at N&SDC is very supportive and can help with any questions. [sarah.husselbee@newark-sherwooddc.gov.uk](mailto:sarah.husselbee@newark-sherwooddc.gov.uk)

STC can apply for £40k or more, must have one quote (but three for funding), must show what is capital and revenue, must have permission of the land owner and we stand a better chance of success if STC supply some match funding.

### Revenue project for skatepark

'Build it Ourselves' 'professional DIY' skate workshops for young adults. This programme, over 2-4 sessions, takes advantage of a number of dilapidated, unfinished or otherwise 'meanwhile' skateboarding spaces (for example, the current skatepark set-up at Southwell and Ollerton), and works with a small cohort of up to 12 individuals to design and then build simple skatepark forms that augment existing spaces, such as a bespoke moulded concrete curb. These sessions teach trade skills (joinery to create the moulds for the forms; working safely with concrete and rebar; safe use of power tools etc.) alongside built environment professional skills (placement of the temporary addition drawing on aesthetic and functional concepts from architecture and landscape architecture). Each full-day session is supervised by a professional skatepark designer/builder, who holds Public Liability cover for the construction elements. Skate Nottingham hold specific Public Liability and Professional Indemnity cover for the wider workshop context, including volunteer and participant safety.

· Skate Nottingham project management, on-costs and staff costs (including applications to Local Authority for licenses etc, production of a Risk Assessment and Method Statement, marketing and comms)	£1,500
· Professional skatepark builder labour (x2 team members), travel and accommodation costs	£2,000
· Materials (concrete, rebar, wooden framework)	£600
Total per 2 day workshop	£4,100

### Proposal:

To apply for a SPF for three projects, listed in order of priority:

Church Street toilet renovations:

Total cost £57k = £51k grant (capital), £6k match funding from STC (if successful obtaining the grant).

Skatepark rebuild and workshop engagement session:

Total cost £160k build (capital), £4,100 workshop (revenue),

Grant funding £60k, £10k match funding from STC (from ring-fenced amount).

Riverside renovations:

Total cost £48k? = £43k grant (capital), £5k match funding from STC (if successful obtaining the grant).

### Proposed:

Karen Roberts

Full Council – February 2023

**Minutes of Meeting: PLANNING & HIGHWAYS COMMITTEE**

**Date and Time:** Wednesday 1<sup>st</sup> February 2023 19.00

**Venue:** The Old Courthouse Burgage Southwell NG25 0EP

**Questions and planning responses from Members of the Public – none**

**Present:** Councillors P Scorer (Chair), M Jeffrey, M Brock, S Perry, L Harris

**In Attendance:** A Brackenbury (Project Manager), 4 members of public

**PH22/12/93** Apologies for absence  
Cllr S Reynolds, Cllr D Martin, Cllr K Roberts

**PH22/02/94** **To receive any declarations of interest.**  
*Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2001,*

**PH22/02/95** **Approval of Minutes of previous meetings:**  
95.1 Planning Committee Minutes 4 January 2023  
95.2 Matters arising – for information only.  
Proposed Cllr M Jeffrey Seconded Cllr M Brock - Cllr S Perry Abstained as he was not present at the meeting

**PH22/02/96** **Planning applications**

STC Ref	NSDC ref	Location	Details	Decision	Observations
96.1	<a href="#">23/00008/LBC</a>	Minster Suite Hill House Burgage Lane	Internal alterations to first floor apartment (as described in Design and Access Statement) including 2no. new windows, 4 no. new rooflights and external boiler flue		Defer to conservation
96.2	<a href="#">22/02404/LBC</a>	1 Kirklington Road Southwell	Internal alterations and improvements. Some replacement windows and doors. Replacement gates	No objection Proposed LH Seconded MJ	Defer to conservation
96.3	<a href="#">23/00012/HOUSE</a>	1 Kirklington Road Southwell	Replacement gates	No objection Proposed MJ Seconded MB	Defer to conservation
96.4	<a href="#">22/02309/S73</a>	Pear Tree Cottage Lower Kirklington Road Southwell	Variation of condition 11 attached to planning permission 22/01089/FUL to amend the approved plans	Approve Proposed LH Seconded MB	
96.5	<a href="#">23/00016/HOUSE</a>	44 Silvey Avenue Southwell	Demolish garage and rebuild. Proposed front and rear extensions and alteration to roof structure to provide additional ground and first floor living accommodation. Removal of	This has been Withdrawn	

			chimney. Removal of hedge and erection of boundary wall/fence to street boundary		
96.6	<a href="#">22/02462/HOUSE</a>	Calverts Farm Oxton Road Southwell	Internal and external alterations to the existing domestic garage/outbuilding, replace an external stable door and window with a double opening door to allow vehicle access.	No objection Proposed SP Seconded PS	
96.7	<a href="#">22/02463/LBC</a>	Calverts Farm Oxton Road Southwell	Internal and external alterations to the existing domestic garage/outbuilding, replace an external stable door and window with a double opening door to allow vehicle access.	No objection Proposed SP Seconded PS	
96.8	<a href="#">22/02314/FUL</a>	51A The Ropewalk Southwell NG25 0AL	New detached dwelling and associated works (re-submission of 19/01693/FUL) (Part retrospective OAL	Object Proposed MJ Seconded MB	Southwell Town Council considered application <a href="#">22/02314/FUL</a> OBJECT due to Overdevelop ment, seriously object to extensive use of tarmac unless appropriate flood mitigation measures have been incorporated.
96.9	<a href="#">No: 23/00059/FUL</a>	Minster Suite Hill House Burgage Lane Southwell	2 No. new windows, 4 No. new rooflights and external boiler flue	Object Proposed PS Seconded MJ	Defer to conservation
96.10	<a href="#">23/00027/FUL</a>	The Lyth Building Nottingham Trent University Brackenhurst Campus Hicking Lane Southwell	Erection of storage shed and creation of access path	Object Proposed MJ Seconded LH	Southwell Town Council considered application <a href="#">23/00027/FUL</a> Due to the new structure being in front of an award winning structure
96.11	<a href="#">23/00075/S73M</a>	Field Ref No 4804 Southwell Road Kirklington	Variation of condition 4 attached to planning permission 21/01219/FULM to amend the opening times to allow further opening of the dog field	No objection Proposed LH Seconded MJ	Out of Our Parish, in line with support from Kirklington Parish



					<i>Council and no opposition from the villagers</i>
96.12	<a href="#">23/00066/HOUSE</a>	Popely's Piece Bishops Drive Southwell	Installation of roof-mounted solar PV system	No objection Proposed MJ Seconded SP	
	23/000 13/LBC  No link available	63 King Street Southwell NG25 OEH	Listed Building Consent for the replacement of a window to the rear, cleaning of internal beams, installation of a flue to the rear, re-opening of a internal chimney breast and repair/replacement of render to the front elevation	No objection Proposed LH Seconded MB	

## PH22/02/97 Planning Applications Decided

- 97.1 Applications Approved**  
 22/01797/HOUSE 18 Easthorpe  
 22/02150/FUL Springfield Bungalow, Nottingham Road
- 97.2 Applications Refused**
- 97.3 Tree Works Applications - no comments**
- 97.4 Tree Works Approved**

**STC Decision**  
 No Comment  
 Approved  
**STC Decision**

97.4i	2/02211/ TWCA	Willoughby House Church Street Southwell Nottinghamshire	2no Yew Trees, located at the front of the property - crown lift to give 2.5m clearance of footway.	Approved
97.4.ii	22/02219 /TPO	Land To The Front Of 1 - 7 Glenfields Southwell	undertake works to trees protected by TPO N368 identified as T1-T4 4 No. Whitebeam - Crown lift to 2.5m from ground level and prune back to kerb edge to clear highway	Approved
97.4.iii	22/02298 /TWCA	Car Park Church Street Southwell	Carry out work as detailed in tree survey	No objection
97.4.iv	22/02300 /TWCA	Cludd Pond Off War Memorial Recreation Ground Memorial Drive Southwell	Carry out work as detailed in accompanying tree survey.	

## PH22/02/98 Discuss overhanging Tree and Hedges

It was agreed that the trees at Palmers Court are maintained, and they are the responsibility of the landowner.

Clerk to write County Council and landowners regarding overhanging trees and obstructions and regarding the street lights by Palmers Court.

Comms Group to phrase some advice for residents regarding overhanging trees and hedges to go on STC face book and website.

## PH22/02/99 Highways Report – previously circulated.

Cllr Brock gave short overview of the recent District Council meeting. Assurance was given to the Speedwatch Group that their work was recognised and had been received in “high” places and that their work was highly valued.

It was noted that remedial work had started on the Ropewalk and Cllr Brock that the district had taken the collective view that if remedial works were postponed to 2024/25, then the road would likely not be there, there is hope that it will see some attention in 2023/2024, but not guaranteed.

Halloughton Road cameras will be installed and legal by the end of this year – 95% confident this will happen.

The Brackenhurst signs will be removed.

The zebra crossing outside LWJ needs to be re-white lined as a matter of priority. This need to be raised as a matter of urgency to Notts cc.

Speed watch (Tom and Paul) will respond to Planning and highways directly.

**PH22/02/100**

**Neighbourhood Plan update**

Next Meeting scheduled for Tuesday 7/2/23 at 7pm.

This is to discuss the updated plan and revised design guide and code. Public consultation will be in March 2023.

**PH22/02/101**

**Date of next meeting: 1<sup>st</sup> March 2023**

**PH22/02/102**

**Items for discussion at next meeting**

Sainsburys application, this will be on the Newark District Council Planning agenda 16 Feb with a decision expected.

Abigail Brackenbury Project Manager

08/02/2023



**Minutes of Meeting:** PLANNING & HIGHWAYS COMMITTEE  
**Date and Time:** Wednesday 4th January 2023 19.00  
**Venue:** The Old Courthouse Burgage Southwell NG25 0EP

**Questions and planning responses from Members of the Public -none**

**Present:** Councillors D Martin, (Chair), P Scorer, M Jeffrey, M Brock, L Harris, S Reynolds & K Roberts

**In Attendance:** L Wright (Clerk) 2 members of public

**PH23/01/82** Apologies for absence – None received

**PH23/01/83** **To receive any declarations of interest**  
*Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2001, =*  
Cllr D Martin Agenda items 85.1 & 85.2 – known to applicant  
Cllr L Harris – Agenda item 85.6 – known to applicant  
Cllr M Brock Agenda item 85.1, 85.2 & 85.6 – will not vote

**PH23/01/84** **Approval of Minutes of previous meetings:**  
84.1 Planning Committee Minutes 7 December 2022  
Proposed M Jeffrey Seconded M Brock  
**Agreed unanimously by those present at the meeting**  
84.2 Matters arising – for information only – none

**PH23/01/85** **Planning applications – click to the NSDC ref below and it will link to the relevant application**

STC Ref	NSDC ref	Location	Details	Decision	Observations
85.1	<a href="#">22/01795/HOUSE</a>	Hardwick House Queen Street	Demolish existing rear first floor extension and two storey side extension. Construct new two storey side/rear extension incorporating existing outbuilding and associated works.	No objection Proposed S Reynolds Seconded M Jeffrey	Southwell Town Council considered application 22/01795/HOUSE Hardwick House Queen Street and agreed unanimously to no objection to this application but the applicant must take into account the access during construction work, as previously agreed
85.2	<a href="#">22/01796/LBC</a>	Hardwick House Queen	Demolish existing rear first floor extension and two storey side extension. Construct new two storey side/rear extension incorporating existing outbuilding and associated works including new windows and rooflights, repairs and refurbishment	No objection Proposed S Reynolds Seconded M Jeffrey	Southwell Town Council considered application 22/01796/LBC / Hardwick House Queen Street and agreed unanimously to no objection to this application but the applicant must take into account the

			of existing roof, chimneys, and brickwork		access during construction work, as previously agreed
85.3	<a href="#">22/01830/LBC</a>	54 Westhorpe	Internal alterations, replacement rear sunroom and conversion and extension of rear outbuildings	No objection Proposed D Marin Seconded P Scorer	Southwell Town Council considered application 22/01830/LBC 54 Westhorpe and agreed unanimously to no objection to this application subject to the conservation officers' comments
85.4	<a href="#">22/01829/HOUSE</a>	54 Westhorpe	Internal alterations, replacement rear sunroom and conversion and extension of rear outbuildings	No objection Proposed D Martin Seconded P Scorer	Southwell Town Council considered application 22/01829/House 54 Westhorpe and agreed unanimously to no objection to this application subject to the conservation officers' comments
85.5	<a href="#">22/02309/S73</a>	Pear Tree Cottage	Variation of condition 11 attached to planning permission 22/01089/FUL to amend the approved plans	Object Proposed P Scorer Seconded M Jeffrey	Southwell Town Council considered application 22/02309/S73 Pear Tree Cottage and agreed unanimously to object to this application and are in agreement with the conservation officers' comments
85.6	<a href="#">22/02283/HOUSE</a>	Edgehill Lodge Church Street	Internal alterations and erection of a one and half storey front extension with dormers and part single storey front extension. Roof extension to existing garage roof to create covered carport.	Object Proposed L Harris Seconded S Reynolds	Southwell Town Council considered application 22/02283/HOUSE Edgehill Lodge Church Street and agreed unanimously to object to this application for the following reasons: Over intensification of site in the conservation area Close to the Minster and the prebendal area of the town
85.7	<a href="#">22/02378/HOUSE</a> -	90 Westgate	Dormer loft conversion to rear elevation	Object Proposed D Martin Seconded M Jeffrey	Southwell Town Council considered application 22/02378/HOUSE 90 Westgate and agreed unanimously to object to this application for the following reasons: Out of keeping with the house and the vernacular of the area in a conservation area
85.8	<a href="#">22/02226/HOUSE</a>	65 Westhorpe Southwell	Erection of 2 gates (Retrospective)	No objection Proposed K Roberts Seconded S Reynolds	Southwell Town Council considered application 22/02226/HOUSE 65 Westhorpe Southwell and agreed unanimously

					to no objection with the proviso that a heritage colour paint is used
85.9	<a href="#">22/02077/HOUSE</a>	Lamont House 4 Canons Close	Construction of new gates, extension to garden wall, dormers to front elevation, dormers above garage, single-storey side extension, single-storey rear extension, terrace to rear of house	No objection Proposed S Reynolds Seconded M Jeffrey	Southwell Town Council considered application 22/02077/HOUSE Lamont House 4 Canons Close and agreed unanimously to no objection and defer to the conservation officers comments
85.10	<a href="#">22/02301/FUL</a>	Land Adjacent Crink Lane	New build Skills Centre to create new specialist laboratory spaces and Enterprise hub, with supporting rooms (resubmission)	No objection Proposed M Brock Seconded S Reynolds	Southwell Town Council considered application 22/02301/FUL Land Adjacent Crink Lane and agreed unanimously to no objection

## PH22/01/86 Planning Applications Decided - noted

### 86.1 Applications Approved

22/01733/HOUSE 10 Westgate

22/01734/LBC 10 Westgate

22/01858/S73M Land North of Halloughton

### STC Decision

No objection

No objection

Object

### 86.2 Applications Refused

22/01214/FUL Land Off Crink Lane

### STC Decision

Object

### 86.3 Tree Works Applications

### 864 Tree Works Approved

22/02070/TWCA	Calverts House	Various tree work
22/02207/TWCA	Froggats Field	Carry out work as detailed in accompanying tree survey
22/02196/TWCA	Burgage Green	Carry out work as detailed in accompanying tree survey.
22/02200/TWCA	War Memorial Recreation Ground	Carry out work as detailed in accompanying tree survey.
22/02298/TWCA	Car Park Church Street	Carry out work as detailed in accompanying tree survey.
22/02300/TWCA	Cludd Pond Off WMRG	Carry out work as detailed in accompanying tree survey.

## PH23/01/87

**Update and discussion on Grass verges** – Clerk to check with NCC & NSDC on an update for the next meeting

## PH23/01/88

**Update and discussion on Double glazing** – Clerk & Chair to resend letter to the conservation officer asking if NSDC planning will change their approach to the installation of double glazing in a conservation area

## PH23/01/89

**Highways Report** – A acknowledgment has been received from Via and NCC regarding the STMP. A meeting is to be arranged for later in the month and a report is to be available for the February Planning and Highways meeting

- PH23/01/90**      **Neighbourhood Plan update** – The consultant is revising the plan and the NPWG are awaiting a response . The locality consultant Aecom have produced a refreshed Design guide and codes for comment by the working group  
Deputy clerk to review costing and grant status
- PH23/01/91**      **Date of next meeting: 1<sup>st</sup> February 2023 – noted**
- PH23/01/92**      **Items for discussion at next meeting**  
  
Problems with overhanging trees and hedges

Signed

Chair of Planning & Highways

Date

**Minutes of meeting: GOVERNANCE & FINANCE COMMITTEE**

**Date and Time: Wednesday 8<sup>th</sup> February 2023 1900hrs**

**Venue: The Old Courthouse**

**Present:** Cllrs P Harris (Chair), Thompstone (Vice Chair), Blaney, Brock, L Harris, Martin, Rainbow, Roberts. Deputy Clerk

**GF22/02/41 Apologies for absence**  
NONE

**GF22/02/42 Questions from members of the public.** (The positioning of this item on the agenda may be varied by resolution of the Council to facilitate involvement by members of the public)  
NONE

**GF22/02/43 To receive any declarations of interest**  
*Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2002.*  
NONE

**GF22/02/44 Chairperson's Announcements**  
N&SDC are giving the Town Council a grant of £750 towards the Coronation Celebrations. £500 contribution to the band at the Minster, £80 contribution towards this year's yarn bombing and £170 for flags and bunting.

**GF22/02/45 To approve minutes of previous meeting**  
45.1 Governance & Finance Wednesday 14<sup>th</sup> December 2022 – previously circulated  
**Proposed: Cllr Martin                      Seconded: Cllr P Harris**  
**Approved unanimously**  
45.2 Matters Arising – for information only.  
NONE

**GF22/02/46 Finance matters**  
46.1 Finance Position to end January, reserves to end January – previously circulated  
46.2 Projected Out Turn 2022.23 – previously circulated  
The spreadsheets were reviewed and accepted.

Discussions took place concerning the income from car park permits – **Deputy Clerk to check and chase up outstanding payments.**

GF22/02/47

## Grants

47.1 Grants Received 2022.23 – all from N&SDC

- £9,999 Welcome Back Fund towards Market Covers
- £5,000 Community Grant Fund towards watering system
- £750 towards Platinum Jubilee Celebrations

Noted

47.2 Grants to be applied for

To be discussed at Full Council?

47.3 Grant Application Process – previously circulated

After a discussion, it was agreed to design a similar flow chart for Grants/Donations Awarded by the Town Council.

It was also agreed to include in the Report to G&F Committee the following:

- Time taken to apply for grants; and
- How much was requested and how much was successful.

Cllr P Harris to make amendments.

**Proposed:** Cllr Blaney

**Seconded:**

Cllr Martin

**Approved unanimously**

GF22/02/48

**Ordering Process** – previously circulated

After a discussion, it was agreed that the process could be shortened in times of emergency when the Scheme of Delegation would be used.

**Proposed:** Cllr Blaney

**Seconded:**

Cllr Martin

**Approved unanimously**

GF22/02/49

## Markets

49.1 Fees & Charges

Agreed new charges are to come into effect from 1<sup>st</sup> April 2023. This is deferred from April 2022. New stallholders will still be offered the following – pay for two weeks, then get two weeks free. Charities will be offered a free stall once per year.

Cllr L Harris to speak to stallholders.

49.2 Fish Stall

A quote has been received for the alterations to the fish stall. It was agreed to take to Full Council for approval of use of Market Reserves.

**Proposed:** Cllr P Harris

**Seconded:**

Cllr L Harris

**Approved unanimously**

GF22/02/50

## Policies

50.1 Complaints Procedure – previously circulated

50.2 Health & Safety Policy – previously circulated

50.3 Vexatious & Abusive Complaints Policy – previously circulated

HR Committee have considered the above policies and recommend for adoption.

After a discussion it was agreed to

- add a paragraph at the start of the Complaints Procedure for clarity concerning vexatious complaints.
- refer to HR Committee to consider the protection of staff and councillors from abuse

**Proposed:** Cllr P Harris

**Seconded:**

Cllr Blaney

**Approved 7 for, 1 against**

GF22/02/51

## Car Parks

51.1 Cost of Replacement Machines/Maintenance – previously circulated

Enquiries have been made with NSDC concerning the car park meters. They still have a fairly good lifespan.

The Car Park Reserve account could be used for any costs relating to the relining of the car parks – subject to approval by Full Council.

The EV chargers are due to go live this week. A discussion took place concerning the signage and necessity for clarity regarding number of electric only spaces.

Cllrs Blaney and P Harris are chasing N&SDC about the signage.

**GF22/02/52      Date of next meeting – 12<sup>th</sup> April 2022**

Noted

**GF22/02/53      Items for Discussion at next meeting**

Layout of Church Street car park/Interchangeable permit with King Street Car Park

Meeting closed 2006hrs



The Old Courthouse  
Burgage  
Southwell  
Nottinghamshire  
NG27 0EP

Tel: 01636 816103  
admin@southwell-tc.gov.uk  
southwelltowncouncil.com

**Draft Minutes of Meeting:** Town Environment Committee  
**Date and Time:** 25<sup>th</sup> January 2023 19:00  
**Venue:** The Old Courthouse  
The meeting is open to all members of the public.

**Present:** Cllrs Roberts (Chair), Blaney, Perry, Rainbow, Scorer, Thompstone,

**In Attendance** Clerk, 1 representative of the press

**Questions from Members of the Public** None

**TE 22/01/45** **Apologies for absence**  
Cllrs L Harris and P Harris

**TE 22/01/46** **To receive any declarations of interest**, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 - none.

**TE 22/01/47** **Approval of Minutes of previous meetings:**  
47.1 Town Environment Committee Minutes 9<sup>th</sup> November 2022 – previously circulated.  
**Proposed:** Cllr Rainbow **Seconded:** Cllr Blaney  
Approved unanimously by those in attendance.  
47.2 Matters Arising

Standing orders were suspended and subsequently reinstated after this time  
Agree Unanimously

- Green Flag Presentation by Lynn Preece – short presentation on the work required to achieve this award. The annual cost would be £339 + Vat. There is also the possibility of working with other organisations. such as Potwell Dyke Grass Lands , for a joint award. The next entry is January 2024. There is also the In Bloom competition running which the council can enter

**TE 22/01/48** **Chair's Notices**  
The FCC Skatepark bid has been submitted.  
Cllr Roberts thanked:  
everyone involved for the successful Christmas market.  
everyone involved in the Lantern Walk at the new location at the workhouse iand the workhouse for hoisting the event.  
To FOSP for submitting the FCC bid  
to volunteers for 64 hours, work at Ash Tree Spinney.  
Community grants are being applied for the WMRG toilets and also the Skatepark



Investigations are ongoing regarding the Riverside bridge.

**TE 22/01/49**

**Public Toilets**

49.1 Church Street Toilets Refurbishment –quote not yet received , this is a potential project for the UK SPF grant

49.2 War Memorial Recreation Ground Toilet Refurbishment – quotes not yet received , this is a potential project for the NSDC communities fund

**TE 22/01/50**

**Events**

50.1 Coronation Update – the lunch at the Minster will now be Sunday 7<sup>th</sup> May, organised by the Minster. A contribution for the band has been requested. Price TBC.

Monday 8<sup>th</sup> May is the Community Day, plans to be discussed for this day.

50.2 Events Update – events were all successful. The WG to agree next year's events.

**TE 22/01/51**

**Consultation Evening Discussion –**

This paper was reviewed and comments within the council remit were deferred to the relevant committee.

Planning and Highways:

LED Downlights, Pedestrians in road sign, speed watch.

Full Council – Toilets, Riverside path, Community engagement

NCC Highways – overgrown footpath and dog fouling

The Clerk to contact The Minster School to see if STC can offer volunteering opportunities to Duke of Edinburgh award children.

**TE 22/01/52**

**Dog Bins**

52.1 Dog Bin/Litter Bin for Cundy Hill – the bin position was not agreed, and the committee asked for more information regarding an alternative location on the opposite side of the road. Ownership of the land is to be established and full costing including posts to be added to the March agenda.

**TE 22/01/53**

**Parks and Open Spaces**

53.1 Plan for Beryl's Meadow –

To contribute £300 for this year towards the mowing of Beryl's Meadow

Proposed K Roberts Seconded P Rainbow

**Agreed Unanimously**

53.2 Fruit Tree Walk/Queen's Jubilee Memorial Planting – Cllr Perry

To paper submit to Full Council for approval and allocation of funds

Proposed S Perry Seconded L Harris

**Agreed Unanimously**

53.3 Riverside Bridge and Gate – research still ongoing, ownership the land still to be determined.

53.4 Spider Net on War Memorial Recreation Ground – A quote had been required for the repair of the spider's net, but the only one company has been found to do this. The Spider's Net is 30 years old and will probably need replacing.

- TE 22/01/54**      **Building for Southwell City Football Club on War Memorial Recreation Ground – To accept options A in green. SCFC to apply for a Lawful Development Certificate and funding.**  
Proposed K Roberts Seconded P Rainbow  
**Unanimous**
- TE 22/01/55**      **Markets**  
55.1    Lighting Column on Market Square  
To accept the quote from Via for a like for like replacement and allocate funds from the Market Reserves  
Proposed K Roberts                      Seconded              P Rainbow  
**Unanimous**
- TE 22/01/56**      **Policies**  
56.1    Tree Policy – deferred to next meeting.  
56.2    Benches & Tables Policy – deferred to next meeting.
- TE 22/01/57**      **Project Update** – the paper to be completed each meeting to inform the committee on the progress of projects.
- TE 22/01/58**      **Ebikes** – Meeting to be arranged with the ground staff to review the use of cargo bikes
- TE 22/01/59**      **Items for Communication** – Elections in May
- TE 22/01/60**      **Items for discussion at next meeting**
- Car Park Layout/Permits & Charges
  - Noticeboard outside Old Courthouse
  - Alternate Area for Brash Storage
  - Benches Policy - - Councillors to send amendments the Clerk.
  - Tree Management Policy -Councillors to send amendments the Clerk
  - Bin on Cundy Hill
- TE 22/01/61**      **Date of next meeting 8<sup>th</sup> March 2023**

Signed

Date

Chair of Town Environment