

**Draft Minutes of Meeting:** Town Environment Committee  
**Date and Time:** 13 November 2024  
**Venue:** The Old Courthouse

**Questions from Members of the Public – None**

**Present:** Cllrs L Harris (Chair), Brooker, Brock, Rainbow, Perry, Bostock & P Harris  
**In attendance:** Clerk – A Brackenbury, 1 member of the press

**Minutes**

**TE 24/11/32**      **Apologies for absence**  
Cllr K Roberts

**TE 24/11/33**      **To receive any declarations of interest**, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011  
**None**

**TE 24/11/34**      **Approval of Minutes of previous meetings:**  
34.1 Town Environment Committee Minutes 11 September 2024:  
Approved  
34.2 Matters Arising  
CCTV signs have been positioned at the rear OCH  
PH wording of the Town Forum Questionnaire is proving difficult

**TE 24/11/35**      **Chair's Notices –**  
Thanks to Abi for the organisation and the wider staff team for the Remembrance Parade and organisation. Also, thanks to Councillors P Rainbow and G Adams for laying wreaths.

Positive meeting with the Shop Southwell Group, overwhelming comment that the parking charges had impacted the length of time shoppers were spending browsing and in particular - impacting shoppers from surrounding Villages – LH will write up comments for G&F.

**TE24/11/36**      **Findings from Risk assessment panel:**  
Proposal to take all the views regarding the drop kerb back to the RA panel for further investigation.  
**Proposed:** Cllr Rainbow  
**Seconded:** Cllr M Brock  
**UNANIMOUS**  
Cllr L Harris requested the RA Panel meet sooner rather than later to discuss.

**TE 24/11/37**

**Review Budget for 25/26 – Noted**

STC to consider a working party for OCH rolling programme of repairs.  
Cllr J Bostock raised concern over the accessibility at the OCH and if a different building should be considered.

With regards Cost Centre 1456 – It was proposed to go into further detail with advice from the Clerk if this is a realistic figure and be more specific:

**Proposed: Cllr L Harris**

**Seconded: Cllr P Rainbow**

**UNANIMOUS**

AB will include the additional budget paper with the draft minutes.

**TE 24/11/38**

**Climate & Nature Working group notes and proposals**

**TE has agreed that the main priority is to review and draft revision, TE will support as much as possible.**

AB will contact CAN and let them know our meeting dates to avoid, conflict.

Cllr J Bostock will continue to support from Council and a request for additional representation will go to the next Full Council.

The next CAN meeting at 04/12/24 at 7pm – OCH.

**TE24/11/39**

**Addressing Accessibility in Southwell**

Cllr L Harris and the TE Committee thanked Cllr J Bostock for the very comprehensive paper, it was agreed that the report and findings would now be passed over to P&H.

Cllr M Brock asked for Community Speed watch to be made aware.

**TE24/11/40**

**Report on the stairlift**

AB gave a brief report that the stair lift had been fixed but reiterated the fix was temporary and we need to be thinking ahead for future access to Court House.

AB will let the user groups know that the lift is only for carriage of people not goods. Signage is already in place.

**TE24/11/41**

**Christmas Parking proposal**

The TE Committee unanimously agreed that the proposal to introduce Free Parking During the Day time 7, 14, 21 December. This will go to Full Council for approval.

If agreed this needs to be communicated widely and request that traders do not utilise the free parking themselves.

**TE24/11/42**

**Agreement of Event & Dates for 25/26**

TE agreed that the Lantern Walk would no longer be on the events calendar due to the popularity of other, much larger and grander “light nights” in the district, the logistics and set up and staff time.

All other events will be discussed in detail at the next MEWG in January with the exception of the GTSF which will be discussed at a separate meeting on 12/12/24 at the OCH at 10am.

- TE 24/11/43      Items for Communication**
- TE 24/11/44      Items for Discussion at next meeting**
- TE 24/11/45      Date of next meeting 15 January 2025**

Abi Brackenbury  
Deputy Clerk to the Council

14/11/2024

Signed by Chair:

Date:

