



SOUTHWELL

TOWN COUNCIL

The Old Courthouse
Burgage, Southwell,
Nottinghamshire NG25 0EP
Tel: (01636) 816103

Operations Committee

9th May 2018 7.00pm The Old Courthouse

Present: Cllrs B Prentice (Chairman), P Rainbow, M Jeffrey, K Ashworth, P Scorer
Clerk to the Town Council, T Broughton
In attendance Cllr D Martin and Cllr P Brooker

1. Apologies for absence

Cllrs L Harris, P Harris (Personal) S Rodgers (Personal)

AGREED

Proposed Cllr Prentice, seconded Cllr Rainbow

To accept the apologies above

Unanimous

2. Approval of previous minutes/notes

Operations Committee minutes dated 19th April 2018

AGREED

Proposed Cllr Scorer, seconded Cllr Rainbow

To accept the minutes by those present at the meeting

Unanimous

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

4. Review of Southwell Town Council Property & Services – see attached briefing notes

- a. Old Courthouse & Courthouse Chambers – will be an inspection visit to Court House Chambers and an inspection of the Fire Risk Assessments held there. Quotations are still being sought for disabled access into the Courthouse. The Conservation Officer prefers the flatter gates and Full Listed Building consent will be required to install gates. Cllr Jeffrey is liaising with War Memorial Cleaning companies and will endeavour to expedite this. Deputy Clerk to book the contractor for the cleaning of the War Memorial. It was stated that it is hoped that at least two thirds of the cost will be covered by donations. Memorial Gates at the park would benefit from a footpath sign and as the council have one spare this can be installed by the staff.

- b. Public Conveniences – a tour of the toilets and the car parks has been undertaken. Members agreed to re-visit the whole issue of toilet provision in the town. Three vandal proof seats have been ordered for the car park toilets and the War Memorial toilet..
- c. Market - Members discussed the Hot Food market on the August Bank Holiday Friday. It was suggested to offer a reduction in price as only six stalls are booked in with the external market operator. One member suggested that it was not viable so the best course of action would be to cancel the hot food market in view of the reduction in stalls. It was agreed to cancel on this occasion and to talk to the external operator at potential future dates. Members discussed the issue with the labour that is required to erect and dismantle the current stall. At present the stalls will have to remain on the Market Square with the boards and covers removed until a second operator can be employed. It was suggested to contact an outside contractor to look at what alternatives can be offered in the way of erecting stalls. Clerk to the Town Council explained the issue with the planting scheme and the appointment of an external contractor to do this. Unfortunately, the Council is not able to provide the correct conditions which the contractor required for the planting so it was agreed that the planting will be carried out in house.

AGREED

Proposed Cllr Prentice, seconded Cllr Jeffrey

To proceed with in house planting of the garden area in the Market Place.

Unanimous

- d. Car Parks – a list has been produced a list of issues in the car parks and the priorities are to deal with Health and Safety issues first. It was suggested to erect a sign in the Bramley Centre Car Park saying ‘To the Shops’ and one on the Shepards Row footpath (with permission from the garage owner). Correct installation of the contactless facility is still outstanding. It was stated that the machines need to be checked to ensure that the machine will accept cars returning after two hours.
- e. Grounds & Maintenance – Chipper has been hired and all the brash has been chipped. There has been fly tipping in the area that the brash has been but brash will now be left in designated pens in War Memorial Park. There is a desire line footpath on the Orchard Land. Chairman suggested that the Town Council create a simple path. Clerk to the Town Council is awaiting an inspection from an Historic England Inspector with a view to receiving advice. The ivy will be removed. Norwood Gardens Play Area update – Clerk to the Town Council explained that she has met with the residents group and they will be fundraising for new equipment. Also Clerk to the Town Council has recommended to the Way Forward Steering Group to use recent CIL money to repair and replace problem items and areas in time for the Summer Holidays whilst awaiting for grant applications to be made. The Hanging Baskets scheme will be finished on the 3rd June with the builder pulling in the last few following that date. The council has also purchased new ladders so that Town Council staff can put up the hanging baskets and also water the ones not connected to the system.
- f. Trees – with regard to Memorial Trees in the town Clerk to the Town Council suggested a policy needs to be developed.

5. S106 Projects -

- a. Adult fitness equipment- Assistant Clerk is obtaining 3 quotes. One design has been obtained and will update the committee further.
- b. Skate Park renovations – to be progressed. Clerk to the Town Council has agreed with Ground Staff to trial new skate park boarding and then make a decision as to whether an outside contractor is required.

- 6. Charging for Car Park Permits and Schedule for ordinary car park charges** –Chairman explained the policy for increasing car parking charges that Newark and Sherwood District Council use. Charges are applicable from 1st April to 31st March each year. Three months' notice has to be given if charges are to alter and have to be advertised in the press and public places. Chairman suggested that the time line that would be suitable is for the Town Council to review charges annually at the September Operations Committee meeting, any changes to be recommend to the October Finance & Scrutiny Committee meeting to be included as part of the Budget debate. If agreed this can be ratified at the October Full Council meeting. A quote would then be obtained from Newark & Sherwood District Council to follow their procedure for car park charging. This would include cost of submission of the new Parking Order, new car park notice boards and advertising. The Southwell Town Council car parks were discussed in detail and the number of permits and current costs. Amending these charges and numbers does not have to follow the same protocol.

AGREED

Proposed Cllr Prentice, Seconded Cllr Ashworth

To increase King Street residential permits from 12-14 and residential permit charges to remain as they are. To charge £600 per bay for commercial use in King Street Car Park. To investigate the use of the top of Church Street car park bays by businesses. Church Street permit prices for residents to remain as they are. Bramley Centre Car Park permits to remain as 3 and charges to remain as they are. Recommend to Finance & Scrutiny Committee Car Park charging and permit changes.

Unanimous

7. Events Update

Lantern Walk Saturday 8th December, 5pm

School booked and band for school hall.

Lantern maker booked for workshops and help on the day.

Late Night Shopping Event with Christmas Lights Switch On Thursday 29th November, 5pm

STC hoping to have more ownership of the event this year, in liaison with Economic Growth for NSDC in helping the retailers with this event. Deputy Clerk is working on the installation of a Christmas Tree stand so that a tree with lights can be erected in the Market Square.

Southwell Yarn Bomb

Support has been given to Sue Rodgers one hour per week with this project. Sue has been running fortnightly meetings in the library on a Sunday. I have not always been able to attend the meetings but continue to provide admin support. Good progress is being made – Sue is leading this project.

Bramley Festival Saturday 20th October, 10am – 4pm

25th anniversary of the festival.

An investigation is ongoing into organising a procession from the Burgage to the Minster (West Door) at 10am on the Saturday morning. Looking to gain advice from highways. Also thinking about closing King St anyway so that there can be Morris dancers and a good atmosphere in the town centre.

The procession will include Morris dancers, people pushing wheel barrows of apples possibly a trailer with a big apple structure on it.....

On arrival at the Minster a flag will be raised with the apple on it and an opening ceremony inside the Minster.

Various other 25 year additions to the event are being planned like a new tea towel and pin badges and silver apples as prizes etc etc.

Leaflets will be organised as normal.

Heritage Open Days 6th-9th and 13th-15th September

Events and Tourism Officer has set up a working party to liaise with all partners regarding events in the town during this time and a possible leaflet to be produced.

Fun day Saturday 23rd June 12noon – 4pm

The Vikings are coming. A small re-enactment group will camp on the Burgage on the Friday night and perform in a marked out arena area, a children's battle, a weapons demo and an archery demo. This group comes with full public liability insurance and the charge is £500. Sadly the lady who was so enthusiastic for the Vikings to attend this event has recently died. Her name was Georgina Riall and she lived on Lowes Wong in Southwell. Looking at ways the Viking group who also knew her can remember or honour her in any way on the day.

Community stalls will attend plus Essentially Brass and refreshment stands

Booked a bouncy assault course and slide with operators.

Leaflet to be produced soon for advertising and distributed through local schools

Article has been written for the May Bramley Newspaper

8. Hanging basket / Christmas tree bracket replacement programme –

The final road closure will take place on Sunday 3rd June and the remaining brackets to be pulled in prior to that. All the baskets will be in place shortly after and the watering regime has been confirmed.

9. Tourist Information Centre – Clerk to the Town Council reported that all is running smoothly.

10. Items for Communication – no items for communication

11. Items to be included on the next agenda – to be forwarded to the Deputy Clerk prior to the meeting

12. Date of next ground staff meeting 29th August 2018 at the Courthouse

13. Date of next meeting 13th June 2018 at 19.00

Meeting Closed at 20.30

Signed.....Date.....

Chairman, Operations Committee