



# **SOUTHWELL**

## **TOWN COUNCIL**

The Old Courthouse  
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Tracey Broughton PSLCC Clerk to the Town Council

### **Operations Committee**

#### **15<sup>th</sup> August 2018 19.00**

#### **The Old Courthouse**

#### **Minutes of Meeting**

Present: Cllrs B Prentice (Chairman), P Rainbow, M Jeffrey, P Brooker, K Ashworth, P Scorer, S Thompson & D Martin

Deputy Town Clerk – L Wright

**1. Apologies for absence**

**AGREED**

**Proposed Cllr Prentice, seconded Cllr Ashworth**

To accept apologies Lyn Harris (Personal)

**Unanimous**

**2. To receive any declarations of interest**

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. –None declared.

**3. Approval of previous minutes/notes dated 11<sup>th</sup> July 2018**

**AGREED**

**Proposed Cllr Jeffrey, seconded Cllr Scorer**

To accept the minutes by those present at the meeting

**Unanimous**

Matters Arising for items not on the agenda – None

**4. Questions from members of the public**

None

**5. A short presentation given by Norwood Gardens Play Area representatives**

Two quotes have been obtained and different ideas put forward. Southwell Town Council to carry out the remedial repair work as required. The representatives also gave the council the feedback from the consultation meeting.

**6. Update on destination of S106 funds arising from the recent Burgage Development-**

It has been agreed in writing by the developers that the S106 funding can be realigned to the Norwood Park Play area. Further confirmation to be agreed with Newark & Sherwood District Council.

7. **Review of Southwell Town Council Property & Services**

- a. Old Courthouse update new gates and painting front and back door – the painting has been scheduled in and the Deputy Clerk is to obtain new quotes for the gates.
- b. Update on Court House Fire Risk Assessment – the Clerk has contacted a contractor
- c. Public Conveniences – CCTV camera and guard has been obtained for the WMRG toilets, this is to be monitored and potentially a camera could be installed in Church Street. New lock to be installed on WRMG toilets with the key available on request only.
- d. Market – extra staff have been sourced for the Ceramics market, a communication is to be written and displayed regarding the leaving out of the market stalls. A market trader's newsletter has just been sent out. The Xmas tree power socket is to be installed this week.
- e. Carparks – a contractor has been contacted regarding the repairs to Church Street and King Street kerbs and slabs. The contactless system is working in Church Street 1, but the sim card software is still to be received. No information has been received regarding the Charging Point survey.
- f. Grounds & Maintenance and trees –The fallen tree on the Burgage has been cleared, the committee thanked the staff for their swift actions. Two quotes have been obtained for the Little Burgage fence, before any further action is taken the Committee requested that the ownership the of the fence be verified. Resident requesting a bench on Froggatts Field is to be asked to the next Operations meeting.
- g. Wakeling Close –Wildlife Trust Report was noted and the new plaque has been erected.
- h. Review of installation of Fitness equipment on War Memorial Park- work on the fitness equipment is do the start on Friday 17<sup>th</sup> August and will be completed by the end of the month.
- i. Christmas Tree and lights on brackets – a recommendation is to go to Finance and Scrutiny that the option to take a 3 year contract for the installation of the trees is accepted. Deputy Clerk and Cllr Prentice to write a paper with costings, for the meeting.
- j. Recommendation to charge Southwell City Football Club an annual fee on a three year term with written agreement by both parties to go the Finance and Scrutiny.

8. **War Memorial cleaning project update on donations WW2 Plaque**

Donations have been received and the committee to agree to a commemoration of the plaque at the Memorial on Saturday 15th September 2018 (Battle of Britain Day).

**Proposed Cllr Prentice, Seconded Cllr Jeffrey**

To have a commemoration and unveiling of the new plaque on Battle of Britain Day Saturday 15<sup>th</sup> September 2018 at 11am. All donators to be invited and the event to be advertised within the town.

**Unanimous**

9. **Events –**

The Heritage Hop leaflet is complete and donations are to be received from the advertisers towards the cost. Volunteer guides are required for 8<sup>th</sup> September as the The Old Courthouse is to be opened to the public. The Yarn Bombing project is progressing well.

10. **Freedom of Southwell for 504 Squadron**

The date is to be either 8<sup>th</sup> or 15<sup>th</sup> September 2019.

**Agreed Proposed Cllr Rainbow, Seconded Cllr Martin**

A working group to be set up to be added to the next full council agenda

**Unanimous**

**Agreed Proposed Cllr Rainbow, Seconded Cllr Martin**

To suspend standing orders for business to be completed after 9pm

**Unanimous**

11. **Tourist Information Centre –**  
Council members are to be asked to volunteer for the TIC to give them a better understanding of the working requirements of the TIC. Feedback is to be discussed at the October Operations meeting.
12. **Items for Communication –** Marketing Fitness Equipment  
Memorial Plaque invitations  
Market stall dismantling
13. **Items to be included on the next agenda –** to include  
Better Toilet provision in Southwell – a working group was set up for this project to report back to the Operations committee at a later date. The members of the WCWG are Cllr Prentice, Rainbow, Ashworth, Jeffrey, Martin and Deputy Clerk  
Review of earlier plan for Courthouse Maintenance and renovation  
Provision of Recycling Bins on the WMRG
14. Date of the next ground staff meeting 29th August 2018 at 2pm at the Courthouse
15. Date of next meeting 12th September 2018 at 19.00

Meeting Closed at 21.10

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