

Minutes of Meeting: Town Environment Committee

Date and Time: 14 July 2021 19:00

Venue: The old Courthouse

Present: Cllr K Roberts (Vice-chair), S Reynolds, S Perry, S Thompstone, R Blaney (left at 19.50)

In attendance: Clerk: Lesley Wright, Deputy-clerk: Alice Dunn

Questions from Members of the Public: none

TE 21/007/025 Apologies for absence: Cllrs P Harris, P Handley, L Harris, P Rainbow

TE 21/007/026 To receive any declarations of interest, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 - none

TE 21/007/027 Approval of Minutes of previous meetings:
27.1 Town Environment Committee Minutes 26 May 2021
Proposed: Cllr R Blaney Seconded: Cllr S Reynolds
Minutes were approved unanimously
27.2 Matters arising – Cllr Scorer is investigating moving the bench at bottom Lowes Wong to move seat to original position, Cllrs to review the bench policy, Cllr S Perry to present bench ‘next steps’ at next meeting of TE.

TE 21/007/028 Proposal for repairs Proposal WMRG play area - Recommendation to Full Council to accept the quote for Recycled Tile Matting and to purchase new swings from CIL reserves.
Proposed: Cllr K Roberts Seconded: Cllr S Thompstone
Agreed Unanimously

TE 21/007/029 To discuss and agree options for Christmas 2021 - Recommendation to Full Council to purchase Christmas trees and hire light loom £1500 (budgeted) for another year, purchase a Christmas tree £150 for the market square and lights £600, money to be taken from CIL reserves.
Proposed Cllr K Roberts Seconded Cllr R Blaney
Agree Unanimously
Cllr S Perry to supply details of Christmas tree

TE 21/007/030 Proposal to move to HVO with the purchase of storage and transfer equipment. - Deferred to Climate change working group Proposal to defer to the climate change working group to investigate the benefits of the changes. Further work required to identify future transport needs for the Council and move to electric.
Proposed: Cllr K Roberts Seconded: Cllr Reynolds
Agreed Unanimously

- TE 21/007/031** **Restoration of Riverside Walk –**
Agreed in principle for work to two paths, but to seek further specialist advice and costings.
Further planting to be considered after success of flood elevation has been confirmed.
Seating restoration to be implemented inline with bench proposal.
Agreed to accept in principle item 1 & 7 and investigate volunteers action day
Proposed: Cllr S Reynolds Seconded: Cllr S Thompstone
Agreed Unanimously
- TE 21/007/032** **Proposal of CCWG comms strategy –**
Agree in principle for CCWG and Comms group to work together and give feedback after 12 months.
Proposed: Cllr K Roberts Seconded: Cllr S Reynolds
Agree Unanimously
- TE 21/007/033** **To discuss and agree options for the Heritage Flags –**
Clerk to get sample from of banner flag from supplier and to hang to see if it works well on existing poles. Honor (and Cllr Roberts if required) to design flags if agreed to purchase.
- TE 21/007/034** **To note visit from NSDC Street Scene Manager –**
Cllr Roberts briefed the committee on the meeting: items discussed were graveyard, WMRG play equipment and skatepark. The Committee thanked NSDC Street Manager for his time.
- TE 21/007/035** **Verbal update on Himalayan Balsam (HB) removal –**
Two of the three actions days have taken place, STC to dispose of HB in accordance with legislation. The Committee thanks volunteers for their time.
- TE21/007/036** **Update on Events and Tourism – noted.**
Cllr Roberts thanked all volunteers who have registered for the Tourist Information Centre. The Events and Tourism co-originator to report back as to whether the Lantern Walk should take place, due to the death of the lantern designer.
- TE21/007/037** **Adopt the Weekly Briefing Notes – adopted**
- TE21/007/038** **Notes from Events and Culture Working Group – noted**
- TE21/007/039** **To be discuss and adopt Town Environment Policies:**
- 39.1 Use of STC Property – still to updated**
 - 39.2 Conditions of use of STC owned property – still to be updated**
 - 39.3 Condition for use of STC property – still to be updated**
 - 39.4 Old Courthouse room booking conditions**
 - 39.5 Old Courthouse room booking procedure**
 - 39.6 Emergency Lighting System**
 - 39.7 Fire Alarm Notice**
 - 39.8 Policy for the Hire of STC Event Equipment**
 - 39.9 Apple Press booking procedure**
 - 39.10 Car Parking in Southwell**
 - 39.11 Southwell Corporate colour**
 - 39.12 Entrance Meadows**
 - 39.13 Conditions for booking STC Open Spaces**
 - 39.14 Relationship between STC and organisations using STC owned property**

39: 1, 2, 3 still to be updated

39: 4, 5, 6, 7, 8, 9 to be reviewed by the office and submitted to Full Council for approval

39.10 – Car Parking in Southwell Approved and to be submitted to Full Council for adoption

39.11 – To be sent Comms groups for review and resubmitted to Town Environment

39.12 – Is a proposal not a policy

39.13 – to be reviewed by Cllr K Roberts in conjunction with

TE 21/005/004 Proposal for the Use of Recreational Grounds Policy and resubmitted to TE

39.14 – To be reviewed by the office and resubmit to Town Environment

TE21/007/040

Items for Discussion at next meeting -

Bench Policy and repairs and pricing strategy moving forward

Green Flag Award

Outstanding Policies

TE21/007/041

Items for Communications – Civic Champions press release to be sent to Comms for approval

TE21/007/042

Date of next meeting 8 September 2021

Meeting Closed 20.45

Signature

Date