



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING
held on
Wednesday 12th July 2017
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Lyn Fowler- Town Mayor
Nigel Borrett
Andy Bowsher
Eric Carter
Tony Forrester
Thomas Janke
Tim Pryce
Ian Perry
Peter Scott

IN ATTENDANCE: Lee Jakeman – Town Clerk

44/17-18 Apologies for Absence:

Cllr Nelson – Holiday, Cllr Norton – Work commitments, Cllr Foster – Holiday,
Cllr Bowsher – Work Commitments

45/17-18 Declarations of Interest

Nil

46/17-18 Suspension of Meeting

There being no members of the public wishing to comment members **continued with the meeting.**

47/17-18 Previous Minutes

Members **RESOLVED** to approve as a true record the minutes of the meeting held on 14th June 2017.

48/17-18 Announcements

a. Members noted the Town Mayor’s engagements for June 2017:

3 rd	Celebrating Volunteering in Newport part of the National Volunteers’ week Cosy Hall	Deputy Mayor
7 th	Opening of the Elizabeth Creak Building Harper Adams University	Mayor
16 th	Chamber of Commerce Olde Tyme Market	Mayor
24 th	Meet the Mayor – Newport Library	Mayor

49/17-18 Shrewsbury & Newport Canal Trust

The Mayor announced the receipt of correspondence from the Shrewsbury and Newport Canal Trust bestowing honorary membership of the Trust to the Town Council for ‘its outstanding support in so many ways and over so many years’.

50/17-18 Bank Reconciliation

The meeting was advised that Cllr Norton had undertaken a satisfactory reconciliation of the bank and finance statements for May. Cllr Pryce volunteered to carry out an independent bank and finance reconciliation (to include a validation of salary payments) for June, prior to the next meeting.

51/17-18 Finance Report

a. Members **RESOLVED to approve the June finance statement and the payments therein** (summary below):-

Revenue Fund balance b’fwd (1 Jun)	328,460.26
Less: Payments chq No’s (708933 to 708942)	9,355.24
Payments chq No’s No’s(708943 to 708959)	10,388.56
Direct Debits	16,445.20
Transfer to earmarked funds	30,000.00
Plus: Receipts (includes canx cheq 708844 £150)	2,756.95
Transfer from earmarked funds	Nil
Revenue Balance c’fwd (30 Jun)	<u>265,028.21</u>
Ear Marked Reserves balance b’fwd (1 Jun)	<u>166,786.19</u>
Credit transfer from general reserve	30,000.00
Ear Marked Reserves balance c’fwd (30 Jun)	<u>196,786.19</u>
Managed Funds balance b’fwd (1 Jun)	3,006.87
Less Payments	Nil
Payments / Receipts	Nil
Managed Funds balance c’fwd (30 Jun)	3,006.87
Total Balance In Hand 30 Jun	<u>464,821.27</u>
Investments Held: CCLA Property Fund	<u>£50,000.00</u>

Signed

Dated

52/17-18 Cheque Signing

Members **RESOLVED to authorise the list of cheques for payment numbered 708961 to 708974 (total £8,016.55) to be signed by Cllr Fowler and Cllr Borrett** The cheques will form part of the revenue payments in the June financial statement to be presented next month.

53/17-18 Quarterly Budget Review

Members received an income and expenditure report up to 30 June 2017 and supporting report explaining any significant variances in budget spend.

54/17-18 Ad-hoc grant funding application

Members approved a grant of £1,000 to the Newport Branch of the Royal British Legion to contribute to the attendance of 4 people from the Branch to attend the Royal British Legion Pilgrimage in 2018.

55/17-18 Community Safety Committee Minutes.

Members noted receipt of the minutes of a meeting held on Wednesday 21st June.

- Cllr Scott asked for and was given clarification about measuring the value of scheme.
- Cllr Carter gave a view on the Scrutiny Committee meeting at Telford & Wrekin Council that he had attended recently as an observer.

56/17-18 Planning Applications

Members noted receipt of correspondence from Telford & Wrekin Council regarding the granting or refusal of planning applications previously notified to Newport Town Council.

57/17-18 Neighbourhood Development Plan.

Members received a report from Neighbourhood Development Plan Process Management Group, **summary attached at Appendix 1:** Members acknowledge the need to delay the amending of the NDP in line with consultation comments to take into account the impending local plan inspector's report.

58/17-18 Selective Licensing Consultation.

Members noted a report, **summary at Appendix 2,** relating to correspondence inviting parish and town councils to comment on proposals by Telford & Wrekin Council to bring in a licensing scheme for landlords in some areas of Telford & Wrekin. Members noted that Newport was not included as one of the proposed licensing areas. The Council considered that Newport has a unique set of circumstances with Telford & Wrekin in that it is home to a significant student population and that some form of regulation that can maintain housing estates

as largely family homes or requires tenants and landlords to be considerate of the environment they live in would be of some benefit. Members further noted that the Town Council's own Neighbourhood Development Plan (NDP) which is near completion seeks to address the matter of the standard and quantity of houses of multiple occupation. Members **RESOLVED that the Town Mayor, Councillor Fowler should submit the Town Council's formal online response in a manner that is consistent with views expressed through the NDP process and Town Council discussions on related issues in recent years.**

59/17-18 Telford & Wrekin Council Parish Charter Monitoring Group

Members noted receipt of the minutes of a meeting held on 20 Apr 2017, and noted that the next meeting was scheduled for 20 Jul 17.

60/17-18 Outside Bodies.

- a. **The Hub** - Members noted a report, **extract attached at Appendix 3, and RESOLVED to form a working group comprising Cllrs Pryce and Perry that can work through the information supplied by the Hub with the aim of producing a viable business proposal at the September meeting of the Town Council.**
- b. **Cosy Hall** - Members noted receipt of the minutes of a meeting held on 29 Jun 17. Cllr Forrester provided an overview of the recent volunteer celebration event.
- c. **Newport Cottage Care** – Members noted receipt of the minutes of a meeting held 16 July 2017.

TITLE:	Neighbourhood Development Plan Update
AIM : To provide an update to the Town Council of the outcomes of the Process Management Group meeting held on 5 th July.	
BACKGROUND: 2 May – 16 Jun: NDP consultation period. 20 Jun – 29 Jun: Consultation responses reviewed by consultant and officers. 5 July: NDP Process Management Group meeting to review findings, consider amendments and next steps.	

COMMENT/ NOTES:	
<p>There were 89 formal written responses the consultation taking a variety of forms (questionnaires, letters and e-mails), some of which had contrary views.</p> <p>An outline report summarising the views of consultees was tabled and discussed. The following conclusions/ recommendations were agreed:</p> <ul style="list-style-type: none"> • The vast majority of comments were supportive of the policies within the NDP. • A small number of comments whilst valid and supported by the Town Council in general were not appropriate for inclusion within the NDP. • The long-term desire of the Town Council to increase/ protect green space was supported by many residents. (Particularly to the South of the Town – e.g. see Town Council comments objecting to planning application TWC/2015/0057.) The likely removal of the land allocation, off Station Road, by T&W in its emerging local plan appears to offer an opportunity for the NDP to afford some protection to this area as green space. It was considered that the NDP in this matter could not be agreed however until the examiner for the Local Plan had produced his report which is likely to be at the end of July. • In general it was considered there was little need or evidence supplied to amend the proposed polices other than some minor alterations to provide consistency, clarity and completeness e.g: <ul style="list-style-type: none"> ➢ To more robustly protect the route of the canal through Newport to allow reinstatement, its localised use as a linear water park and apply the criteria for the SSSI adjoining it as recommended by Natural England. ➢ To consider how it might better define buildings of interest. ➢ Add sites in the area of Broadway and Meadow View Road and Shuker Close, Hawkstone Drive and Broomfield Place to the list of green spaces. • Additional work approved for our consultant lo liaise with T&W, to seek some technical direction on some of the points raised. • Members of the wider NDP Steering Group be invited to a meeting at the end of July, regarding the findings and next steps. • That the rewrite of the NDP should not take place until there is some relative certainty or sense of direction from the planning inspector (end of July) and therefore August would allow time for a considered approach to the proposed amendments with a target date of 13th September for the amended plan to be put before the Town Council. 	

RECOMMENDATION(S):	
It is recommended that the Full Council acknowledge the need to delay the amending of the NDP in line with consultation comments to take into account the impending local plan inspector's report.	

TITLE:	Selective licensing
AIM :	To consider the opportunity to consult on Telford & Wrekin Council's Selective Licensing Scheme.
BACKGROUND:	<p>On Monday 12 June Telford & Wrekin Council (TWC) launched a 10 week consultation. Below is an extract from correspondence received from TWC:</p> <p><i>"We will be seeking people's views on a proposed five year Selective Licensing scheme which would require all private sector landlords and letting agents in parts of Hadley and Leegomery, Malinslee and Hollinswood, Brookside and Sutton Hill and Woodside to be licensed and comply with a number of conditions including:</i></p> <ul style="list-style-type: none"> <i>• knowing who is living in their properties and getting references for their tenants,</i> <i>• visiting their properties regularly and ensuring there are regular safety checks done on them</i> <i>• and helping the Council and the police deal with any anti-social behaviour involving any tenants or visitors to their properties.</i> <p><i>A press release will be going out on Monday (12th June) followed by some letters to residents and businesses located in and around the affected areas later in the week. If anyone contacts you directly as a result of this, please refer them to our website at http://www.telford.gov.uk/selectivelicensing where all relevant information will be available. This includes an explanatory video (available from Monday) and a link to the online consultation.</i></p> <p><i>People can also check whether they live in an area affected by the proposed scheme by using our online post code checker which is available at: www.telford.gov.uk/slpostcodechecker</i></p> <p><i>It is worth noting that we will be holding some local drop-in events during the consultation too. This is an opportunity for people to come along and meet with officers to discuss the proposals in more detail. These will be held on:</i></p> <ul style="list-style-type: none"> <i>• Tuesday 18 July 3.00pm to 5.00pm Hadley Library (HLC)</i> <i>• Wednesday 19 July 4.00pm to 6.00pm Hub on the Hill/ Sutton Hill Community Centre</i> <i>• Tuesday 25 July 4.00pm to 6.00pm Park Lane Centre</i> <i>• Wednesday 26 July 4.00pm to 6.00pm Hollinswood Neighbourhood Centre</i> <i>• Tuesday 1 August 4.00pm to 6.00pm Brookside Central</i> <i>• Thursday 3 August 2.30pm to 4.30pm Malinslee Family Centre at Old Park Primary</i> <p><i>Town and Parish Councils are welcome to take part in the consultation as outlined above and if you have any enquiries you can submit them to us via our email at yourviewsmatter@telford.gov.uk".</i></p>
COMMENT/ NOTES:	<ul style="list-style-type: none"> • The licensing scheme seeks to improve in a number of ways the quality of life for neighbouring residents, tenants as well as provide some regulation of the letting industry in some areas of Telford & Wrekin. • A copy of the proposed conditions of a license is attached. • The area covered by the proposed 5 year scheme does not currently include Newport. • Newport Town Council has sought to address in some fashion the matter of large concentrations of rented property (largely but not exclusively student accommodation) in its Neighbourhood Development Plan.
RECOMMENDATION:	It is recommended that the Council considers if it, how it and/or who might respond to the consultation.

TITLE:	Community Building Ownership
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AUTHORITY:	Town Council minute 206/16-17 dated 8 February 2017.
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<p>BACKGROUND:</p> <p>In March 2017 the Council agreed to explore more thoroughly 3 specific topics. One of which was to facilitate the delivery of a multi-organisational community building.</p> <p>The local youth club operates on a Monday evening in the old library building next to the soon to be converted Victoria Hotel under the name of 'The Hub'.</p> <p>The Hub management have approached the Town Council to see if it would be interested in taking over the building and providing the administrative and maintenance support.</p> <p>The building is currently administered by a management committee (as trustees) The outright purchase of the building (by the Hub trustees) was achieved as a result of a significant Pride in Your High Street grant from Telford & Wrekin Council (the matching amount of the cost of the purchase of the building).</p>
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REFERENCES / MEETINGS/ DISCUSSION
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<p>Thursday 28th June – Chairman of the Hub, Town Mayor and Town Clerk meet informally to discuss possible ways forward to secure the long-term provision of some form of youth club in Newport.</p> <p>The following is intended to give some sense of the discussion:</p> <ul style="list-style-type: none">• In discussion it was suggested that the only viable option to keep the facility open as it is would be for the Town Council to undertake that administrative role.• The current management committee have fulfilled their role for many years with much success but they are beyond their natural length of involvement (their own children have long left the Youth Club).• There appears to be a lacking of willing and /or able volunteers to take on the baton from the current incumbents. It does not seem unreasonable for those that volunteered to help because their children derived some benefit to want to 'retire' as the next generation comes through.• The 'Hub' has expanded in recent years and accommodates a number of other groups. However, the 'other groups' appear to be content to hire the facility without wanting responsibility, not having the skill set or the time to maintain it (on a semi-permanent basis).• The opportunity to acquire the building might be of benefit to the Town Council in addressing some of its aspirations and might well be the only viable option to keep the building open and operating for the benefit of a number of groups (including the Youth Club).• There is some potential under 'Town Council administration and ownership' that the building might be able to be let more and generate some additional income (it is likely that would be enquiries for bookings are not all being taken as the people currently taking bookings have full time jobs in their own right and cannot necessarily respond as quickly as they might like. It

might be that there are some economies of scale to be had in having the Hub as an extension of the Town Council, in that cleaning and maintenance costs can be shared with the Guildhall, public toilets and the cemetery.

- The building of course might well prove to be a liability, the running costs might well exceed the value of community benefit (replacing the unpaid volunteers with paid council staff).
- It was agreed that an indicative viable business plan would need to be brought to the Council before any recommendation could be placed before the Town Council. The Chairman of the Hub agreed to provide some financial information that would help give an indication on the likelihood of increasing revenue from bookings e.g. current usage and income against routine operating costs.
- There was a consensus (already present before the meeting) of the need for a youth orientated facility to remain in the heart of the Town.
- It was agreed that some indication of the support or not for a transfer of ownership of the Hub and the taking on of its responsibilities by the Town Council as a corporate body would need to be obtained before any more resource be dedicated to the possibility.

Financial Implications: (Some additional staffing costs and potential for professional fees). It is not considered necessary to create an additional budget line or vire funds for the initial investigative phase at this stage. Should there be a requirement identified then it is likely that funding can be drawn from the 'Community Building' Ear marked fund (£50k balance as at 3rd July 2017) at the next meeting of the Full Town Council.

RECOMMENDATIONS:

Members should consider forming a working group that can work through the information supplied by the Hub with the aim of producing a viable business proposal at the September meeting of the Town Council.