



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

**MINUTES OF A MEETING OF  
THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE  
held on  
Wednesday 24<sup>th</sup> January 2018  
at  
The Guildhall, High Street, Newport**

**PRESENT:** Cllrs: Pryce - Chairman  
Borrett  
Forrester  
Nelson  
Perry  
Mr Elkes  
Mr Thomas  
Mrs Jane Stiles

**IN ATTENDANCE:** Cllr Fowler (Town Mayor)  
Cllr Scott (Deputy Mayor)  
Lee Jakeman Town Clerk  
Louise Tunks –Cemetery & Amenities Officer  
Sophie Alford – Allotment Officer

**ABSENT:** Mr Cooper

## **L&ES/36/17-18 APOLOGIES FOR ABSENCE**

Nil

## **L&ES/37/17-18 DECLARATIONS OF INTEREST**

Nil

**L&ES/38/17-18 PUBLIC SESSION** - There being no members of the public present wishing to raise questions, the meeting continued.

**L&ES/39/17-18 MINUTES** - Members **RESOLVED** that the minutes of the meeting held on Wednesday 25<sup>th</sup> October 2017 be approved as a true record.

**L&ES/40/17-18 Telford & Wrekin Council (TWC) grounds maintenance & Cleaning Contract** – Members were reminded that at the September meeting of the Full Town Council senior representatives from TWC had discussed the tendering process for TWC's grounds maintenance and cleaning contract. The Full Council had asked that the representatives liaise with the L&ES committee regarding how Newport Town Council might influence specific elements (that directly affect Newport) of the proposed tender and new contract. Members received an update on TWC plans to gain feedback from the Town Council. Members **RESOLVED to Monitor the situation and call an extraordinary meeting of the L&ES**

**Committee to review TWC information pack for the service specification for Newport and give feedback on the supplied questionnaire on all areas of Newport that require less or additional maintenance.**

**L&ES/41/17-18 FINANCE** - Members noted a copy of the L&ES income & expenditure report.

**L&ES/42/17-18 CANAL TRUST** - Members received a report from the Shrewsbury & Newport Canal Trust **(extract at Appendix 1)**

**L&ES/43/17-18 NEWPORT IN BLOOM** - Members received a report from the Newport in Bloom Committee **(extract at Appendix 2).**

**L&ES/44/17-18 Daffodil Bulbs** – Members considered a request from Telford & Wrekin Council to part fund the planting of daffodils, Members **RESOLVED not to approve the contribution funding of £100 to TWC to plant daffodils.**

**L&ES/45/17-18 TELFORD & WREKIN COUNCIL ROUNDABOUT PLANTING** – Members considered providing funding to Telford & Wrekin Council for FY 2018-19 to plant on roundabouts to the entrances of the town. Members **RESOLVED to approve expenditure of up to £ 800 for wild flower planting (spring 2018) on roundabouts to the entrances to Newport from nominal ledger 4343 (Floral Displays).**

**L&ES/46/17-18 ALLOTMENTS** - Members noted a report from the allotment officer **(extract at Appendix 3)** and received a report from the Newport & District Allotment Society **(extract at Appendix 4).**

#### **L&ES/47/17-18 CEMETERY & AMENITIES OFFICER REPORTS**

- a) Members noted a report on the cemetery and considered the recommendation **(extract at Appendix 5)** members **RESOLVED that;**

**£766.00 be vired from N/L 4310 to N/L 4302 and £200 be vired from N/L 4310 to N/L 4306 to cover the costs of the unbudgeted increase in Cemetery rates and to decorate the cemetery chapel.**

- b) Members noted a report on St Nicholas Churchyard

- c) Members noted a report on Amenity Areas **(extract at Appendix 6)**

- d) Members noted a report on the Canal boundary and considered a recommendation **(extract at Appendix 7)** members **RESOLVED to;**

**Approve £3080 to gravel additional length of the canal towpath and information/ history board from the Current £4,900 available in Nominal ledger 4355 Canal Enhancements**

#### **L&ES/48/17-18 CHRISTMAS LIGHTS OFFICER REPORTS**

- a) Members noted a report on the Christmas Lighting Contract 2017 and noted the location and costs to store the current lights until the new contract is awarded **(extract at Appendix 8)** members **RESOLVED to Continue to Store the current Christmas**

**Lights with Turnock's at a cost of £200/month, or part thereof until the new contract is awarded in March.**

**b) Members noted a report on Christmas Light Switch on Event and recommendations for Switch on 2018 (extract at Appendix 9) members RESOLVED that;**

**i. The date for 2018 Christmas Light Switch On will be Friday 30<sup>th</sup> November**

**ii. The committee formed a working group, to take ownership of the shape for the planning of Christmas events 2018 comprising Cllrs Pryce, Nelson, Fowler and Perry.**

**L&ES/49/17-18 EXCLUSION OF THE PRESS AND PUBLIC**

Members **RESOLVED**;

**“that in view of the special nature of the business about to be conducted (Christmas Lighting 2018 contract), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.**

(Clerk's Note: While the detail of much of the discussion is considered to be confidential any decisions made are recorded for the public record)

**L&ES/50/17-18 CHRISTMAS LIGHTING CONTRACT 2018-2023**

Members considered a report on the Christmas lighting contract 2018 which included the process and recommendations Members **RESOLVED that;**

**Members of the L&ES Committee form a working group to shortlist contractors from the quotes received and recommend that the Town Council choose a preferred contractor and design from the short list by end February at the latest comprising Cllrs Pryce, Nelson, Fowler and Perry.**

**And**

**The Clerk/ officer to have delegated powers to manage the project provided they remain consistent with the ideas of the project recommended by the working group.**

Signed.....

Date .....

\_\_\_\_\_end\_\_\_\_\_

**Report from the SNCT for the January 2018 meeting of the Leisure & Environment Committee**

Our regular monthly workparties at Newport continue to ensure that the Meretown Lock area is maintained. The laid hedge on the towpath side is growing well and has been cut back to ensure that it keeps its shape. The end of the section in water is being regularly cut back and looked after. Agreement on the offside boundary has finally been reached with the neighbouring landowners and a new boundary fence has now been installed along a new agreed line, thanks to Newport Town Council for paying for this. A start has been made on removing the old fences and clearing the undergrowth from around them. The legal side needs tying up quickly with the landowners and Land Registry so that we have final closure. In early March we will be planting up a new hedge along the line of the new fence with 420 seedlings donated by the Woodland Trust – when it is tall enough, in a few years, this will also be laid.

We are planning some imminent work parties to finish the towpath alongside the canal to the west of Town Bridge towards Tickethouse Lock. We had run out of stone and Terram lining but NTC have now indicated that they will underwrite this.

Over the last couple of years we have cleared the bulk of the ivy from Summer House Bridge but have not been able to access one of the offside abutments. The neighbouring house has agreed to let us access this through a gate in the fence at the bottom of his garden and we plan to do this at our regular monthly mid-week work party on 18/1/18.

The new Ecological sign has been installed opposite the Black Shed.

The new Black Shed display panel, covering the history of Newport Wharf and the importance of the Black Shed, has been fitted to the side of the Black Shed.

John Myers

LEISURE & ENVIRONMENTAL SERVICES MEETING  
NEWPORT IN BLOOM REPORT: JANUARY 2018

Fundraising: Quiz Night raised £625.00  
Proposed Bring & Buy Sale early March.

Regeneration of the Town Square: Poles have been ordered  
Church Bed: Tree of Light area to be planted up in the coming weeks.

Blooming buddies: A batch of sleepers have been placed in the Wrekin Avenue Play Area and made immediate impact on the appearance of the border. If you continue walking you will see the two long borders we have planted up this year with plants from our gardens and of course our phantom Planter! These edges were previously treated 3 times a year by T&W with weed killer and were not a pretty sight.

TFM have been very generous providing 15 bags of manure now spread on the bed at Cheney Bank.

Heart in Bloom Competition: We have applied for the Judges to come end of July.

The route this year will hopefully take in;

Station Road New Bed  
Newport Cemetery  
Volunteers Garden  
Cornmill Lea Residential Homes  
Junior Bloomers at the Allotments  
Three Fishes Statues Stafford Road  
Guildhall Herb Garden  
Newport Town Centre (Highlighting Regeneration of Town Square)  
Canal Basin  
Bridge Inn for light lunch and refreshments

Just a reminder the colours this year: Orange, Gold, Yellow, White, Lime Green and Dark green foliage.

## **NEWPORT TOWN COUNCIL ALLOTMENTS**

### **AIM**

To provide a general overview of the management of the allotments

### **POINTS TO NOTE**

Of the 104 allotments across both sites, all are currently occupied, we having a waiting list of 15 applicants.

I have carried out regularly detailed inspections of both sites, identifying and addressing issues.

Both allotments are in good condition following the winter snow, and due to time of year there is limited activity.

From my last report I still intend to look into replacing and increasing height of a length of 40ft fence on south west boundary with temporary wire style fencing, in the spring, in the hope that the current flora and fauna will grow up and along fence to provide a permanent natural barrier, subject to cost this may require to transfer the balance of earmarked allotment funds to in year allotment budget.

**Sophie Alford**  
**Newport Town Council**

***NDAS Report for the L & ES meeting on the 24<sup>th</sup> January 2018***

**Allotments Overall.**

There has been a great deal of feedback lately from the Allotment holders stating that they are pleased with the way things are progressing and the communication is getting better especially with the Boughey Road site.

We would also like to thank Sophie our Allotment Officer as she is very helpful and showing great interest with the up keep of the allotments.

**Compost Toilet.**

We are still applying for grants towards the cost of a compost toilet as it is an ongoing suggestion from the Allotment Holders as some do have to travel to get their plots.

**Moles.**

The last 6 months we have had a high number of Mole holes, but with continued visits from Pest Control they were dwindling away. And hopefully this year we will be able to keep on top of it as soon as they start to appear.

We haven't had any reported sightings of any rats so let's hope this carries on.

**Fencing and Security.**

We have had a few reports of thefts from a couple of plots, and found a camp behind the hedge at the back of some of the allotments. We reported it to Sophie as some of the trees need to be replaced and 2 cut down. We decided in our committee meeting that we don't mind helping out and sourcing donated trees.

There is also the matter of the gate being left open. I have sent e-mails to everyone stating that they must not leave the gate open if no one is there, and has been noted to Sophie that if any other person has access can they please make sure the gate is shut. There is also a sign going to be put up for allotment holders to read.

**Plans for the next year.**

We have many things arranged for the year although the dates need to be arranged.

After joining forces with Newport in Bloom we had a brilliant Halloween Half Term week where we ran a week of activities for the children and we had an overwhelming number of people joining in. We have photos and a photo book that will be placed in the undercover area when the weather gets a bit better.

Our Saturday and Sunday coffee mornings are going well and are encouraging the allotment holders to get to know each other better. This will continue through the year as will the shop openings, hopefully with more of a variety of stock.

We have 3 Social Events arranged to which we are sorting the dates out for, and posters will be made.

In the pipeline too for when the weather brightens up we have been given bird and bat boxes, and the committee are all going to have a tidy up weekend and get the boxes up along with a few other things. So anyone that would like to help they will be made very welcome and drinks and cakes will be provided.

Lastly we have great hopes for the Allotment sites and making them into more of a community for everyone involved.

Tracey Dyas  
Secretary for the Allotments

**Cemetery Report for the L&ES Committee Meeting  
to be Held on Wednesday 24 January 2018**

**AIM**

To provide the L&ES Committee with an overview of works at the cemetery:

**BACKGROUND**

(Note: this is a working document that has been updated since the Leisure and environmental meeting in January, to keep you informed of the more notable ongoing matters. Not all ongoing matters are reported in this document. Some of the items on this report may have been completed by 24 January). Members are encouraged to personally visit the Cemetery before attending the meeting.

**DISCUSSION**

**Maintenance**

The Chapel is much need of a re-paint. Three quotes have been obtained to wash down all ceiling beams, prepare all walls for painting and paint with a breathable quality paint.

5 companies were contacted to quote for the works. We have only received interest and quotes from three of these companies

The quotes received range from £1,430.00 to circa £2,500 The Cemetery officer intends to offer and accept the lowest quote to undertake the works.

There is currently £1,353.00 in N/L 4306 Cemetery Building repairs, members will need to move funds from another budget if we are to undertake the work.

Cemetery rates nominal ledger 4302 has a shortfall of £766 due to the Cemetery receiving a revaluation last year after the budget was set and was increased significantly, members will need to move funds from another budget if we are to undertake the work.

**Ground Water Monitoring (Environment Agency)**

The Town Council regularly tests water quality to ensure that burials do not contaminate the water course. The Environmental agency produces guidance through its ground water pollution documents. A Contractor undertakes the task for us.

Water Monitoring took place in November which advised "Overall the results continue to demonstrate no significant impacts from cemetery use upon groundwater quality and show no significant variation from previous monitoring results. Monitoring will continue on a quarterly basis with the next round of monitoring scheduled for February 2018".

**Report attached**

**Hedges**

Pedestrians have no option at present but to walk on the road with oncoming vehicles when accessing or exiting the Cemetery carpark, it is therefore intended for safety purposes to remove a section of hedging either side of the entrance to enable pedestrians to have a clear view and a safer route to gain access to the main Cemetery.



## Trees

### Memorial Trees;

Two memorial trees were planted in December in the woodland area

### Christmas Trees;

A number of suppliers have been contacted to give quotes on purchasing Christmas trees to plant in the closed lawns of the Cemetery, for future use in the towns Christmas lighting displays and am waiting to hear back.

## **12 October 2017 to 26<sup>th</sup> January 2018**

### Introduction:

Interments have continued at a reasonably steady rate over recent years. The last quarter is on average 114% higher than January 2017 quarterly report (January 2017 report = 7 – January 2018 report = 15).

There is an increase in pre purchase of 300% however, this option was not available last year to compare (January 2017 report = 2 – January 2018 report = 8).

Out of the 15 interments listed 4 were out of area.

Memorials Permissions are up by almost 83% (January 2017 quarterly report = 6 – January 2018 quarterly report = 11).

The increase in the level of fees over recent years has not deterred vast numbers of people from choosing to bury in Newport Cemetery.

### **1. Burials and Interment of Cremated Remains:**

Burials in new graves	<b>5</b>
Burials in re-opened graves	<b>3</b>
Interment of cremated remains in new plots	<b>3</b>
Interment of cremated remains in re-opened plots	<b>1</b>
Woodland burials	<b>1</b>
Woodland cremated remains interments	<b>2</b>
Total	<b><u>15</u></b>

### **2. Grants of Exclusive Rights:**

New burials	<b>4</b>
Burials - Pre-purchases	<b>1</b>
New Cremated Remains Interments	<b>3</b>
Cremated remains interments – Pre-purchases	<b>0</b>
Extension of Exclusive Rights	<b>0</b>
Total	<b><u>8</u></b>

### **3. Memorial Permissions**

To erect a new monument	<b>8</b>
Additional Inscriptions	<b>3</b>
Replacement monument	<b>0</b>
Total	<b><u>11</u></b>

## **Recommendations**

It is recommended that £766.00 be vired from N/L 4310 to N/L 4302 and £200 be vired from N/L 4310 to N/L 4306 to cover the costs of the unbudgeted increase in Cemetery rates and to decorate the cemetery chapel.

Louise Tunks  
Cemetery & Amenities Officer

**Amenity Areas Report for the L&ES Committee Meeting  
to be Held on Wednesday 24 January 2018**

**Amenity Areas**

**Aim**

**To provide the committee with an update on the amenity areas  
To consider options for winter planting**

**Discussion**

**General:** The amenity areas are considered to be in a good general condition as a result of the standard maintenance and upkeep.

**Lower Bar Flower Bed:** The flower bed has a concrete/ cobbled base and is bricked around the edges filled with soil. The bed sites a mature multi stemmed tree and a flood light and is planted up with seasonal planting twice per year. The flower bed also sites a Christmas tree in November to January which is part of the festive display however, over the last couple of years there has been concerns over the mature tree getting larger and the Christmas tree designated area being compromised.

The Lower Bar Flower bed had 9 ton of soil excavated at the beginning of November in exchange for 3 ton of manure topped with 6 ton of top soil following reports that the soil required changing as it was not sufficient for seasonal planting costing circa £500.

The contractor who undertook the works informed us that whilst they were excavating the soil they came across a large root system on the multi stemmed mature tree planted in the flower bed and that the roots were up to 18ft in length towards the point in the bed.

It is believed that the mature tree has been taking all the goodness and moisture out of the soil consequently being planted in soil with a concrete base. It is therefore concluded that the tree will again do the same to the new soil and we will be in the same position again in 12 months but with a larger tree.

Members are asked to consider the planting scheme for the lower bar bed going forward and the future of the multi stemmed tree.

**Recommendations**

**Nil**

Louise Tunks  
Cemetery & Amenities Officer

## Canal Works Update

### Boundary

The Boundary works have progressed, a new fence has been installed on the new agreed boundary line costing circa £1,000.

Contractors have been contacted to undertake a revised map (land registry compliant) and the solicitors have been appointed to undertake the final registration of the new boundary with the land registry.

There will be additional costs to undertake the legal procedure above which is likely to be in the region of £1200. There is currently £3k available in Nominal ledger 4352 (Canal Maintenance (NTC owned) £2k of which is committed for the boundary legal fees.

### Canal Works

A stretch of the canal towpath has been raised and made wider by the Canal Trust this year.

They also produced & installed an ecological information board.

Currently circa £4,900 available in Nominal ledger 4355 Canal Enhancements

The Canal Trust have approached the Council and have expressed an aspiration to gravel an additional length of the towpath leading up to the Ticket House and have therefore, asked if the L&ES Committee could approve £2750 + vat to undertake the additional works and an further £330 for a new information/ history board attached the black shed.

### Recommendation

L&ES Committee to approve £3080 to gravel additional length of the canal towpath and information/ history board from the Current £4,900 available in Nominal ledger 4355 Canal Enhancements

**Louise Tunks**  
**Amenity Officer**

## **Christmas Lighting Contract 2017**

The Christmas Lights were installed between 6th November & 20 November 2017

During the Christmas Light illumination period the following faults were reported

### **28th November**

- St Marys Street –catenary by central square – day burning (on in morning)
- Lower Bar - Swan public house – Xmas tree lights on build not working and one part broke in wind

### **18<sup>th</sup> December**

Lights between the Barley and the Nat West out and the Guildhall.

Some additional works were ordered to ensure which include;

- New connection outside no 46 high Street following refurbishment
- Remove to let sign from behind infrastructure on Town Hall and replace infrastructure
- New mains lead to small wall mounted Christmas tree on another building due to deterioration.
- Two new time clocks fitted to the poles in Lower Bar which hold the Christmas tree lights.
- New Breaker on Guildhall

The Lights were uninstalled between 8<sup>th</sup> January & 18<sup>th</sup> January 2018.

The Contract between Newport Town Council (NTC) & Turnock's has now ended

Turnock's are currently storing our Christmas lights. Turnocks will charge on-going storage costs of all NTC existing Christmas displays now they have been taken down in January which is £200/month, or part thereof, this will be invoiced & paid before goods can be collected.

Members are asked to consider if they want to remove the lights from Turnocks with immediate effect and store them elsewhere or wait until the new contractor is nominated in March 2018.

Louise Tunks  
Amenity Officer

## **Title – Christmas Light Switch Event Friday 24<sup>th</sup> November 2017**

### **AIM**

To provide an overview of the Newport Town Council Christmas Light Switch on event held in the High Street and The Newport Royal Naval Club.

### **BACKGROUND**

This event involved four main areas:

1. The Christmas Card Competition
  2. The Prize Giving Event
  3. The Procession and
  4. The Switch on at the main stage.
- The Christmas lights are turned on by the overall winner from the Christmas card competition.
  - 12 Winners from the Christmas Card Competition are invited to a prize giving event.
  - The competition is open to residents of Newport aged between 3 and 11.

Some aspects worked really well and while other areas needed improvement.

### **DISCUSSION**

#### **The Christmas Card Competition -**

We had total of 280 entries, which is lower than previous years, the majority of entries came from Newport Infants School, Newport Juniors and Noah's Ark Nursery.

We had a high proportion entries for group's year 1&2 and below, however groups Years 3&4 and 5&6 we only had 10 entries combined over the 2 categories (from home entries), the overall winner is chosen to switch on the light is chosen from the higher categories so there were slim pickings. The judging went well and provided the council the opportunity to host local VIPs and got the ball rolling with the community getting involved with the event. Our judges gave very positive feedback at the time and after.

#### **The Prize Giving Event at The Royal Naval Club**

The prize giving event went very well, with around 60 people in attendance, Prize winners, their families, councillors and some local residents. Alan Lloyd who was to comper the event called on the morning to say he was unwell and unable to attend, I was able to step in and comper, host the winners and their families while also being organiser.

As a last minute decision we booked a balloon modeller, which I feel worked incredible well, it meant the children had a unique balloon each, with a one to one with the modeller which made the child feel really special. The food and drinks provided by Bridget Bunting and the team, where excellent and the right mix of items available.

The venue itself worked well, there was plenty of space the children to run around and drinks where accessible and toilet facilities.

The PA system wasn't loud enough on the night, but I feel myself and Cllr Pryce were heard well. The Christmas themed music, decorations and the special Christmas lights Peter Bunting had purchased really made the venue feel extra Christmassy.

The prizes where a Christmas activity pack, which I feel was more fitting prize for an art competition, rather than a chocolate selection box.

The competition judges attended and it was really nice to witness the judges meeting the winners and having that dialog.

### **The procession**

The procession from The Guildhall to the stage at the Butter Cross was led by Newport Town Mayor Cllr Lyn Fowler and The Town Crier, followed by the Salvation Army, Newport Rotary Lite with their car pulled Santa Sleigh carrying Father Christmas and the Christmas card competition winner Freddie Dickson. And lastly Newport Scouts carrying lanterns.

Previous years the procession contained a horse drawn carriage, and this year we asked the Rotary Lite to provide the main feature of the procession for several reasons.

### **The Switch On, Stage at Butter Cross**

I feel the stage was placed in the correct location with the correct amount of barriers giving the optimal space for crowds to view stage, the sound systems and lighting was better this year. Crowds were the largest the council have seen.

The event itself involved a speeches from Newport Town Mayor Cllr Lyn Fowler, Edward Ward to announce amount raised from The Tree of Light. Count down was led by the Town Crier and Freddie and Santa flicking the switch. The Switch On approximately lasted 10 minutes. The stage, lighting and sound cost £850.

I am not convinced the stage was not utilised, a number of people gave the feedback that the crowd were waiting for something else to happen in the build up to the switch on, Causing a bit of an anti-climax.

### **Fun Fair and Carol Service at St Nicholas Church**

Although not a Town Council events, it is noted that the original organiser of the fair drop out one week before the event and that The Newport Town Chamber of Commerce stepped in to organise the event. The Fun Fair and the church Carol Service compliments the Christmas lights switch on to make the whole event a great success.

### **Financials:**

<b>Item</b>	<b>Cost Approx. £</b>	<b>Comments</b>
<b>Road Closure</b>	<b>£75.00</b>	
<b>Butter cross entertainment /broadcasting NOVA</b>	<b>£180</b>	
<b>Butter Cross and lighting Staging/canopy</b>	<b>£850</b>	
<b>Santa's Sleigh</b>	<b>£65</b>	
<b>Salvation Army Donation</b>	<b>£75.00</b>	
<b>Competition Prizes/certificates (chocolate selection boxes)</b>	<b>£60</b>	<b>Sponsored by Robert Nicholas Financials Service £60.88</b>
<b>Church Service Sheets – printing (300)</b>	<b>£13</b>	
<b>Refreshments/Room</b>	<b>£100</b>	

<b>Hire Navy Club</b>		
<b>Entertainer – Balloon Artist</b>	<b>£100</b>	
<b>Christmas cards</b>	<b>£30</b>	<b>Copy of winner's card x 60</b>
<b>Signs, Barriers, and Road Marshalls</b>	<b>£480</b>	
<b>Decorations for Navy Club/Sweets for Santa/ Refreshments for Judges</b>	<b>£29</b>	
<b>Total</b>	<b>£1957</b>	

### **Title – Christmas Lights Switch On Event 2018**

#### **AIM**

To set a date for the Christmas Lights to Switch On  
For the Committee to provide guidance and direction for Christmas Events 2018

#### **BACKGROUND**

2017 budget was £1750 and we spent £1935, which is an over spend of £185.

2018 budget is £2000,

The Christmas light switch on is traditionally held on the last Friday of November

A new infrastructure of lights will be installed for 2018.

This Christmas events previously involved four main areas:

5. The Christmas Card Competition (The Christmas lights are turned on by the overall winner from the Christmas card competition).
6. The Prize Giving Event (12 Winners and their families are invited).
7. The Procession
8. The Switch on at the main stage.

#### **Recommendations:**

1. For committee to set date for 2018 Christmas Light Switch On for Friday 30<sup>th</sup> November
2. For committee to decide what events should be included for 2018
3. For committee to create a working group, to take ownership for planning Christmas events 2018

**Sophie Alford**  
**Newport Town Council**