



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

## MINUTES OF A MEETING OF

### THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE

held on

Wednesday 23<sup>rd</sup> January 2019

at

The Guildhall, High Street, Newport

#### Leisure & Environmental Services Committee

**PRESENT:** Cllrs                      Lyn Fowler (Chairman)  
   Nigel Borrett  
   Tony Forrester  
   Thomas Janke  
   Tim Nelson  
   Tom King  
   Mrs Stiles (Newport In Bloom)

**IN ATTENDANCE:**            Cllr Norton (Deputy Town Mayor)  
   Louise Tunks Deputy Town Clerk  
   Darcie McGinn – Officer

**ABSENT:**                      Mr Elkes (History Society)

#### **L&ES/31/18-19 APOLOGIES FOR ABSENCE:**

Mrs Dyas (Allotment Society)  
Cllr Peter Scott (Town Mayor)

#### **L&ES/32/18-19 DECLARATIONS OF INTEREST - Nil**

**L&ES/33/18-19 PUBLIC SESSION - Suspension of Meeting – Members RESOLVED to suspend the meeting to take comments from the public:**

There being no members of the public present wishing to raise questions, the meeting continued.

#### **L&ES/34/18-19 ANNOUNCEMENTS – Nil**

**L&ES/35/18-19 MINUTES - Members RESOLVED that the minutes of the meeting held on Wednesday 24<sup>th</sup> October 2018 be approved as a true record.**

**L&ES/36/18-19 NEWPORT PLASTIC FREE STATUS** – Members Welcomed Simone and her team from Sustainable Newport Shropshire who give a short presentation on their 2019 goal to obtain "plastic free community" status for Newport. Members were advised on the criteria to become "Plastic free Community" which includes a resolution from Newport Town Council to support the journey, members were also advised of the prospect to recycle crisp packets which comprises of a recycling container located inside a premises in the town which the public have access to. Members **RESOLVED:-**

- 1. The L&ES Committee supports the initiative of Sustainable Newport and recommended that the Town Council provides the formal resolution that supports Newport becomes a "Plastic Free Community"**
- 2. The L&ES Committee purchase a container to recycle crisps packets in the Town, subject to a location for the siting being sourced and the cost being less than £500 (N/L 4354 New Services)**
- 3. Cllrs Nelson and Janke to gain more information with regards to street bins being replaced with new bins incorporating compartments for recyclables and for the topic to be discussed at the next L & ES Meeting.**

*More information about plastic free communities can be found at <https://www.sas.org.uk/plastic-free-communities/> and [www.sustainablenewportshropshire.org](http://www.sustainablenewportshropshire.org)*

**L&ES/37/18-19 BAT BOXES AND BIRD BOXES DONATION** - Cllr Nelson briefed members on the proposal to considered a donation from Sustainable Newport of 9 bat boxes and 13 bird boxes to put up around the cemetery. Members **RESOLVED to accept the donation and discussed installing them in the Cemetery and any other areas in the town deemed appropriate.**

**L&ES/38/18-19 FINANCE** - Members noted a copy of the L&ES income & expenditure report.

The Chairman informed members that a clarification request from a member of public had been received regarding N/L 4340 for 2019-20 budget - Cllr Fowler gave members a brief into the increased responsibilities which were previously undertaken by volunteers and have now been passed back to NTC which now require contractor charges to undertake the works which has increased the budget for N/L 4340.

£5,000 (budgeted for roundabout entrance improvements in 2017) has only been raised once through the precept and when the monies are spent they will be debited from reserves.

Cllr Nelson, Cllr Janke, Cllr King proposed that they have received many requests from public wishing to litter pick around the Town and **RESOLVED to purchase a stock of 15 litter Pickers to be loaned (for a maximum of 6 month) to members of the public wishing to litter pick and the funds to be sourced from N/L 4354 New Services.**

**L&ES/39/18-19 BUDGET AND FEES** – Members noted a report on the 2019-20 budget and fees resolved at the Town Council Meeting in January.

**L&ES/40/18-19 CANAL TRUST** - Members received a report from the Shrewsbury & Newport Canal Trust (extract at Appendix 1)

**L&ES/41/18-19 NEWPORT IN BLOOM** - Members received a report from the Newport in Bloom Committee **(extract at Appendix 2)**.

**L&ES/42/18-19 GATEWAY ENTRANCE SIGNS** – Members received a more detailed report on proposals and costings for entrance gateways which was resolved as a preferred option of entrance enhancement at the Meeting in October (Minute L&ES/27/18-19 Refers).

Members **RESOLVED to purchase and install (subject to TWC Permission) 6 gateways in dark oak and yellow arched signs which will include an additional slot for interchangeable signs, to be funded from N/L 4340 - £5,000 (budgeted for roundabout entrance improvements) and any additional funding required from N/L 4344** (which has a current balance of £2.5k)

The signs to display NTC logo, Welcome to Newport, and the date of which Newport was founded. Locations of signs are to be, Chetwynd End, Edmond Road, Forton Road, Stafford Road, Wellington Road, and Station Road.

**L&ES/43/18-19 ALLOTMENTS** - Members noted a report from the allotment officer **(extract at Appendix 3)**

#### **L&ES/44/18-19 CEMETERY & AMENITIES OFFICER REPORTS**

- a) Members noted a report on the cemetery **(extract at Appendix 4)**
- b) Members noted a report on St Nicholas Churchyard **(extract at Appendix 5)**
- c) Members noted a report on Amenity Areas **(extract at Appendix 6)**
- d) Members received a verbal update on the Canal boundary in that the process of land transfer is virtually complete and the signed documents are with the solicitor awaiting dispatch.

#### **L&ES/45/18-19 CHRISTMAS LIGHTS SWITCH-ON**

- a) Members received a report on the Christmas light Switch on event held on 30<sup>th</sup> November 2018. Members robustly discussed the separate entities (the Christmas Market and the Fun Fair), and their undertakings for the events, resulting in a lack and shortage of communication which carried misunderstanding of the events, road closure problems and associated disputation. Members **RESOLVED to refer the Christmas Light Switch on event 2019 Road Closure and additional enterprises to be discussed and considered at the next Town Council meeting.**
- b) Members considered and **RESOLVED to set a date of Friday 29<sup>th</sup> November 2019 as the forthcoming Christmas Light Switch on date.**

**L&ES/46/18-19 CHRISTMAS LIGHTS CONTRACT** - Members received a report on the Christmas Light contract (Year 1) Performance and feedback of infrastructure. Members expressed their disappointment in the section of lights being out for a period of time with a

long delay in fixing the issue by the new contractor and requested that the Officer inform the Contractors of their disappointment.

**L&ES/47/18-19 HERITAGE OPEN DAY** – Members considered once again taking part in the National Heritage Open Days by holding tours in the Guildhall for the public. Members were advised that the Festival runs from 13<sup>th</sup> September to 22<sup>nd</sup> September and holding the event on Saturday 21<sup>st</sup> September 2019. Members **RESOLVED to confirm a date of Saturday 21<sup>st</sup> September 2019 for the Guildhall to be a part of the Heritage Open Day 2019**

Signed.....

Date .....

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

**Shrewsbury & Newport Canals Trust (SNCT) Report for the January 2019 meeting of the Leisure & Environment Committee**

- A couple of months ago we were alerted by Tim Nelson that an application for funding for dredging was underway. Since then Adrian Corney advised us that TWC had been shortlisted but had only 60 days to submit contractor's quotes. He needed to know how much silt needed removing from the canal to get the quotes and asked if SNCT could survey the length of the canal in water at Newport. We needed to record the depth every 2m across the canal at 10m intervals. We had a mid-week workparty at Forton planned, which was diverted to measure the depth of silt with the help of a group from Amey Consulting's Stafford office undertaking a community day with us. The job was finished just as it was going dark
- All the ivy was cleared off Moss Pool Bridge (just over the A41) at the January work party
- A one ton bag of surface stone, paid for by NTC, is still stored in the garden of Tickethouse Lock cottage waiting to be used to finish the towpath along that section at a future work party
- A lot of saplings around Town Lock and the Black Shed were cleared at the December work part. Since then, a large weeping willow on private land adjacent to Town Bridge has been felled, opening up the view of the canal and the bridge
- We have discovered that two more trees between the Lock and the Strine need felling urgently as their roots are forcing out the stone wall on the Strine bank. We understands that Adrian Corney at TWC has this issue in hand
- We have successfully applied for a £1000 grant from Cllr Eric Carter's Ward Fund for canal enhancement in Newport and must use the grant before the end of March
- Over the past 18 months, SNCT's Newport Support Group has had the following help from outside organisations:
  - Cap Gemini: Balsam bashing (July 2017)
  - Muxton Scouts: Litter picking (April 2018)
  - Amey Construction: Dredging survey (November 2018)
  - Harper Adams students: monthly work parties. After a couple of years with no contact from Harper Adams, it was good to have University Conservation Group back with us. Three students came to the work party in November and four to the December one

LEISURE AND ENVIRONMENTAL SERVICES MEETING  
NEWPORT IN BLOOM REPORT JANUARY 2019

FUNDRAISING: Christmas Fayre - £610.00  
Donation £1000 Rotary Lite. To update new NIB signs into town.

FUTURE EVENTS:

- Street Collection 6<sup>th</sup> April
- Plant & Book sale 1<sup>st</sup> June
- Baskets Up 2<sup>nd</sup> June
- Open Gardens 30<sup>th</sup> June
- Heart in Bloom Judges 15<sup>th</sup> July
- Britain in Bloom Judges in August

Committee attending RHS Seminars in March and April. The RHS theme for this year is going to be “use of water”.

We are meeting up with a prospective new waterer next week and go through the finer details with him.

The Heart in Bloom judges visiting in July will contact us ASAP when they have a date for the Britain in bloom judges to visit. The route that day will be 3 hours long not 2 hours. I hope to have the journey of the route completed by February. We hope to hold a meeting with the HIB judges to look over and approve by that time.

Hawkstone Avenue Folly. Barbara Deason has donated a time capsule to be buried in the folly with letters from school children and youth groups.

Contact with Adrian Corney regarding painting of street furniture in town before judging. Also cleaning and weeding all areas.

Recommendation: The bins in the high street need addressing before judging days. The one outside Wan Loi has no bottom. We feel as a committee we should not have to keep repainting.

Recommendation: Newport bypass litter free before judging.

Recommendation: Bunting remain until august judging.

15 January 2019

Leisure & Environmental Service Committee

**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 19 applicants.

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

Both allotments are in good condition following the mild weather of the winter season so far, and due to time the year there is limited activity.

Concerns have been raised by members of the public and allotment tenants over some actions of the Newport & District Allotment Society, it is paramount that all issues, concerns and decisions regarding tenancy and allotments sites must be directed to the Town Council, with Allotment Officer as first point of contact.

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

**Cemetery Report for the L&ES Committee Meeting  
to be Held on Wednesday 23<sup>rd</sup> January 2019**

**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 23<sup>rd</sup> January). Members are encouraged to personally visit the Cemetery before attending the meeting.

**DISCUSSION**

**Maintenance**

**Cemetery Chapel**

The Cemetery Chapel had some roof works undertaken in November due to slipped tiles and leaking roof.

**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 December [Report attached](#)

**Trees**

5 trees were planted in the Cemetery in December (3 woodland burials, 1 woodland replacement of dead tree and 1 sited to the entrance of the extension).

**Hard-core roads**

The hard-core roads had the pot holes filled in December

**3rd October 2018 to 11 January 2019**

Introduction:

Interments have continued at a reasonably steady rate over recent years. The last quarter is on average 53% lower than January 2018 quarterly report (Jan 2018 report = 15 / Jan 2019 = 7).

There is a decrease of 75% in pre purchase (Jan 2018 report = 8 – Jan 2019 report = 2).

There is a decrease of 18% in Memorials Permissions (Jan 2018 quarterly report = 11 – Jan 2019 quarterly report = 9).

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>1</b>        |
| Burials in re-opened graves                      | <b>2</b>        |
| Interment of cremated remains in new plots       | <b>2</b>        |
| Interment of cremated remains in re-opened plots | <b>1</b>        |
| Woodland burials                                 | <b>2</b>        |
| Woodland cremated remains interments             | <b>0</b>        |
| Total  | <b><u>8</u></b> |

**2. Grants of Exclusive Rights:**

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

**3. Memorial Permissions**

|                         |                 |
|-------------------------|-----------------|
| To erect a new monument | <b>6</b>        |
| Additional Inscriptions | <b>3</b>        |
| Replacement monument    | <b>0</b>        |
| Total                   | <b><u>9</u></b> |

15<sup>th</sup> January 2019

Leisure & Environmental Services Committee

**St Nicholas Churchyard Report for the L&ES Committee Meeting to be Held on 23<sup>rd</sup> January 2019**

***Churchyard Maintenance***

The Churchyard is considered to be in a good general condition as a result of the standard maintenance and upkeep.

Octobers meeting it was recommended that the lamps are replaced in the near future with LED which will be a cost for consideration in the next budget. Which was approved by the full Town Council at its Meeting in July.

There are a few tree roots starting to protrude again down the main pathway which was resurfaced in 2005.

Louise Tunks  
Cemetery & Amenities Officer

January 2019

Leisure & Environmental Services Committee

**Amenity Areas Report for the L&ES Committee Meeting to be Held on Wednesday 23 January 2019**

**Amenity Areas**

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

**Pavement Cleaning**

The High Street Pavement cleaning commenced on 3<sup>rd</sup> July 2018 which included the full stretch of the High Street from Wellington Road corner to the Shell Garage including St Marys Street.

The following resolution was made at the July meeting;

**L&ES/13/18-19 CEMETERY & AMENITIES OFFICER REPORTS**

1) Members noted a report on Amenity Areas (**extract at Appendix 6**) Members discussed future pavement cleaning following a number of complaints this year and **RESOLVED to:**

- I. **Continue to clean the pavements and budget for the provision in 2019-20 budget.**
- II. **For the officers to liaise to Telford & Wrekin Council Licencing with reference to fast food companies to clean or financially support the areas of paving outside their premises.**
- III. **To write to all businesses in the High Street to ask if they would contribute towards the financial side of pavement cleaning.**

Cllr Fowler (chairman of L&ES Committee) wrote a letter which was distributed to retail outlets in the High Street in December (letter **attached**)

The Town Council has received two donations of £50 to date

We have received some feedback that the letter is slightly confusing into what we are asking for and for what purpose.

**Recommendations**

Nil

Louise Tunks  
Cemetery & Amenities Officer