



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING OF

THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE

held on

Wednesday 18th July 2018

at

The Guildhall, High Street, Newport

PRESENT: Cllrs Nigel Borrett
Lyn Fowler
Thomas Janke
Tim Nelson
Phil Norton – Deputy Mayor Ex officio

IN ATTENDANCE: Sheila Atkinson - Town Clerk
Louise Tunks – Cemetery & Amenities Officer

Clerks note: Meeting commenced at 7:10 pm

L&ES/01/18-19 ELECTION OF TEMPORARY CHAIRMAN

Following the resignation of the previous year's chairman and absence of the deputy chairman members **RESOLVED** that Cllr Fowler take temporary chairmanship of the meeting for the first agenda item.

L&ES/02/18-19 ELECTION OF CHAIRMAN

Cllr Fowler was elected as Chairman of the Committee for the Municipal Year 2018/19.

L&ES/03/18-19 ELECTION OF DEPUTY CHAIRMAN

Cllr Janke was elected as Deputy Chairman of the Committee for the Municipal Year 2018/19.

L&ES/04/18-19 COMMITTEE TERMS OF REFERENCE

Members noted the Terms of Reference approved at the Full Town Council meeting on Wednesday 2nd May 2018.

L&ES/05/18-19 CO-OPTION OF COMMITTEE MEMBERS

Members were advised that Mr Thomas has reconsidered his position for co-option onto the committee and had decided to withdraw.

Members **RESOLVED** to co-opt the following individuals on to the committee:

**Mrs Dyas– N&D Allotment Society
Mrs Stiles – Newport in Bloom**

L&ES/06/18-19 APOLOGIES FOR ABSENCE – Nil
Absence Cllr Forrester

L&ES/07/18-19 DECLARATIONS OF INTEREST - Nil

L&ES/08/18-19 PUBLIC SESSION

Members **RESOLVED** to suspend the meeting to take comments from the Public

Name:	Mr Norton
Subject:	Thanked Leisure & Environmental Service Committee (L&ES)
Summary	Mr Norton thanked the L&ES Committee for all the good works undertaken over the past year and that the monies spent were worthwhile.

L&ES/09/18-19 MINUTES

Members **RESOLVED** that the minutes of the meeting held on Wednesday 18th April 2018 be approved as a true record with one amendment that being: Cllr Eggerton being in attendance at the meeting and not present as a committee member.

L&ES/10/18-19 FINANCE

Members noted a copy of the latest L&ES income & expenditure report.

L&ES/11/18-19 NEWPORT IN BLOOM

Members noted a report attached from the Newport in Bloom Committee (**extract at Appendix 1**). Jane Stiles gave members an overview of the judging day and that they felt it had gone very well. She went on to inform members that there were a few issues with cleanliness in the Town Centre on the preparation to the judging day including large quantities of cigarettes butts in Central Square and the passage by St Nicholas Church to St Mary Street. Member were advised that due to the prolonged period of dry weather we are experiencing at present there is a likelihood that the watering budget will be exceeded.

L&ES/12/18-19 ALLOTMENTS

- I. Members noted a report from the allotment officer on the allotments (**extract at Appendix 2**)
- II. Members noted a report from the Allotment Society on the allotments (**extract at Appendix 3**) Cllr Borrett asked Mrs Dyas to give an overview of the Lock issue which she referred to in her report, Mrs Dyas responded by informing members that allotment holders pay for a secure site and stated in the tenancy agreement and asked for out of hours contact. Members agreed that the allotment officer look into the wording to clarify the soundness of the statement provide liaison with the allotment society.

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

- 1) Members considered a report on the cemetery and one recommendation **(extract at Appendix 4)** Members **RESOLVED to not grant bench installation until they are required in a specific area in the Cemetery Extension only.**
- 2) Members noted a report on St Nicholas Churchyard **(extract at Appendix 5)** members **RESOLVED that an upgrade of lights to LED at a cost of £8k to be budgeted in the 2019-20 budget.**
- 3) 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.**

L&ES/14/18-19 CHRISTMAS LIGHTS

Members considered a report on the Christmas Light Switch on event and one recommendation **(extract at appendix 7).**

Members agreed that due to the current time limitations it was necessary to provide direction to action, during the meeting the preferred programme for the “switch-on” event. Members agreed to resolve the event plan with a preference to be kept within a traditional format and **RESOLVED to:**

- **Vire £1,000 from nominal ledger 4387 (Council Floral Competition) to nominal ledger 4380 (Xmas Light Switch on).**
- **Design a Christmas card competition (3 age categories with 1st prize only for each category) with improvement of prizes**
- **Cllrs Scott and Norton to promote the card competition through the Primary schools and nurseries.**
- **Investigate Costs for Horse & Carriage or Reindeers and sleigh to take Overall Winner & Mayor from Guildhall down to Buttercross for switch on.**
- **Three winners group to meet in Guildhall Chamber for presentations**
- **Stage at Buttercross for switch-on event and invite the three secondary schools to perform music 1 hour prior to the switch on to entertain - overall Winner & Mayor to switch on.**
- **Into Church following switch-on for sing song service**
- **Event closed**

L&ES/15/18-19 CHRISTMAS LIGHTS CONTRACT

Members received a report on the costings and proposed layout for the Christmas Light Contract 2018. Members **RESOLVED** that the **Officer obtain a fixed price for the installation of the lamp post displays and electrical works from the contractor for the addition to be considered in the 2019-20 budget.**

Signed.....

Date

_____end_____

***APPENDIX 1
to L&ES Minutes
dated 18 July 2018***

LEISURE & ENVIRONMENTAL SERVICES MEETING

NEWPORT IN BLOOM – JULY 2018 REPORT

Fundraising: Plant & Book Sale June raised £740.00

Church Bed: L&ES requested more ideas for this bed. A volunteers meeting in July the bed was discussed. The response by everyone who attended would like it to remain a winter and summer bed with bulbs and flowers.

Heart in Bloom Judging Day. Almost everything is set for the judges on Monday 16th July. Last minute litter pick, weeding, painting of litterbins and barriers on Sunday. Obviously with the current summer weather, watering has been a challenge and we have lost quite a few planters this time. The town is looking very pretty and we have received lots of positive comments from the public, especially the colour scheme.

The Three Fish Statues. At last we are delighted to see the Three Fish installed on the Stafford Road approach. Unfortunately due to the hot weather the new plants surrounding them need constant watering and we have lost a few already.

Our committee would like to wish Lee Jakeman all the very best with his new post and just to say thank you for all the support you have given us over the last 5 years.

NEWPORT TOWN COUNCIL ALLOTMENTS

AIM

To provide a general overview of the management of the allotments and issues addressed

POINTS TO NOTE

Detailed allotment inspections have been carried out robustly on a monthly bases, as well as ad-hoc visits from the allotment officer.

Five allotments at Meadow View Road allotments were identified as causing nuisance to other tenants by lack of maintenance.

Following a letter asking if there was any mitigating circumstances for the lack of gardening, three tenants gave notification to quit, one gardened their allotment to an adequate standard and one had their tenancy cancelled for failing to comply with the tenancy conditions.

Of the 104 allotments across both sites, all are currently occupied, two will become available shortly after notice period is finished.

The council has a current allotment waiting list of 19 applicants.

The lock on the gate to Meadow View Road Allotments was broken on 14th May, it was unclear whether the lock had been broken via vandalism or wear & Tear/poor design.

The lock was replaced with a new like for like lock on 16th May, however due to the design of the gate the lock became loose and stop functioning on the evening Friday 18th May.

Although it is unclear how the lock was broken, the incident was reported to 101 and PCSO Rich Harrison from the Newport safer neighbourhood team visited Meadow View Road Allotments on serval occasions during May.

Members of the Newport & District Allotment Society kindly offered their expertise, in making the new lock the council had purchased to fit to the design of gate more securely. The lock is now functional.

The Council has prepared invoices for tenancies due to renew at the end of September.

RECOMMENDATIONS

1. No Recommendations

NADAS Report for the L&ES meeting on the 18th July 2018

Allotments Overall.

It has been a super 3 months at the allotments and plot holders have been busy planting.

The attraction of Junior Bloomers at the entrance of Meadow View Road is amazing and we are receiving fantastic comments.

We are now on Facebook as 'Newport and District Allotments' so please take a look and like our page. There you will see pictures of our events and how the plots are progressing. There are also photo books to look at by the shop. We have also had a gentleman take overhead shots of the site and to be honest it looks amazing.

The Committee have also been extremely busy with the building of the porch which will provide cover in the rain. We have also been helping out on some plots when the allotment holders are away or ill.

Our main concern over the last few months has been the breaking of the lock not once but twice. But as a committee we came to the decision ourselves to replace it and monitor what was happening. As plot holders pay for a secure site. It has been replaced with stronger bolts and screws and so far it's still intact. We have also put a large handle on the outside so people can pull that instead of the lock handle itself.

We would also like to ask why there is no out of hours regarding any problems the allotments have. i.e the lock breaking.

We had our Plant Swap and wow how fantastic was that, very busy I, lots of brilliant comments and a totally community themed day. And I'd like to thank anyone that donated towards our raffle. We look forward to our 2nd September Social which is 'Bring Taste and Share' so all are welcome.

We have also had the local Junior School visit the plots and they were amazed to see the vegetables growing.

The allotment community seems to be going from strength to strength. And we would like to thank Sophie our Allotment Officer for her back up and support.

Tracey Dyas
Secretary - Allotment Society

Cemetery Report for the L&ES Committee Meeting
to be Held on Wednesday 18 July 2018

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 18 July). Members are encouraged to personally visit the Cemetery before attending the meeting.

DISCUSSION

Maintenance

Heart of England in Bloom Judging of Cemetery

Newport Town Council was asked by Newport in Bloom if the Cemetery could be a part of the Heart of England In Bloom Judging on 16th July, we were delighted to be asked and take part in the event.

Cemetery Chapel

The Cemetery Chapel was re painted and deep cleaned in June. The Chapel is now Brighter and a more pleasant area for services.

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 June [Report attached](#)

Trees

Tree maintenance has been undertaken on a few trees following the tree survey recommendations.

Benches

There was two bench spaces allocated in the Cemetery Extension plan opposite the memorial wall to allow a seating area for those wishing to visit plaques on the memorial wall. 1 x memorial Bench has been installed opposite the Memorial wall.

It is proposed not to grant memorial benches to be sited in the Original Cemetery areas as the number of benches sited in this area is substantial and the town Council has now supplied a memorial wall for commemoration. However, the proposed plan of the Cemetery extension was drawn up and agreed by the Council with specific spaces for benches to be added in the Cemetery extension as and when they are required e.g. when an area is near to capacity of interments or if a seat is required in that area.

It is therefore recommended the default position is to not grant bench installation until they are required in a specific area in the Cemetery extension only.

5th April 2018 to 3rd July 2018

Introduction:

Interments have continued at a reasonably steady rate over recent years. The last quarter is on average 20% lower than April 2017 quarterly report (April 2017 report = 10 – April 2018 report = 8).

There is a increase in pre purchase (April 2017 report = 0 – April 2018 report = 2).Pre purchase of burial plots only.

Out of the 10 interments listed 2 was out of area.

Memorials Permissions are up by 71% (April 2017 quarterly report = 7 – April 2018 quarterly report = 12).

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	2
Burials in re-opened graves	0
Interment of cremated remains in new plots	2
Interment of cremated remains in re-opened plots	3
Woodland burials	1
Woodland cremated remains interments	0
Total	<u>8</u>

2. Grants of Exclusive Rights:

New burials	2
Burials - Pre-purchases	2
New Cremated Remains Interments	2
Cremated remains interments – Pre-purchases	0
Extension of Exclusive Rights	0
Total	<u>6</u>

3. Memorial Permissions

To erect a new monument	5
Additional Inscriptions	6
Replacement monument	1
Total	<u>12</u>

Recommendations

To not grant bench installation until they are required in a specific area in the Cemetery extension only.

St Nicholas Churchyard Report for the L&ES Committee Meeting to be Held on 18 July 2018

Churchyard Maintenance

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

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. A quote has been sourced and an upgrade of lamps on both ground and roof level will be in circa of £8k therefore, members are asked to consider if they would wish to consider to budget for this expenditure/ works in FY 19-20.

The Tree of Light Socket is scheduled to be installed during July / August 2018.

Amenity Areas Report for the L&ES Committee Meeting to be Held on Wednesday 18 July 2018

Amenity Areas - Aim

To provide the committee with an update on the amenity areas to consider any ideas from members on the planting scheme for the lower bar bed going forward and the future of the multi stemmed tree.

Discussion

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

The Weather of late has been increasingly hot for an extended period and therefore, additional watering has been required.

Pavement Cleaning

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

There have been a number of complaints this year from waste of water to damage and flooding of shops caused by water.

Members are asked to consider if they wish to continue with Pavement Cleaning and whether to budget for the Street Cleaning in 2019-20.

Lower Bar Flower Bed:

Permission was applied for the multi stemmed tree to have 30% crown reduction and was Granted, the works have been scheduled to be undertaken.

***APPENDIX 7
to L&ES Minutes
18th July 2018***

**Christmas Lights Switch-on Friday 30th November 2018
Report for Leisure & Environmental Services Meeting to be held on 18th July
2018 at 7.00 p.m.**

AIM

To provide an update for the Christmas Lights Switch-on 2018.

See attached

- Notes from the Christmas Lights Working Group meeting held on 21st February
- Town Council meeting held on 14th March 2018 – 220/17-18
- Leisure & Environmental Services meeting held on 18th April 2018 – L&ES/62/17-18

BACKGROUND

There are no documented plans for Christmas Lights Switch-on 2018. Members of the working group will need to reconvene to provide the outline plan. If nothing is decided than the officers will proceed as in previous years. As follows:

- Design a Christmas card competition
- Horse & Carriage to take Overall Winner & Mayor from Guildhall down to Buttercross
- Small winners group to meet in Guildhall Chamber for presentations
- Small stage at Buttercross for switch-on event only - Overall Winner & Mayor
- Into Church following switch-on for sing song service
- Event closed

RECOMMENDATIONS

For the working group to meet urgently to decide the way forward for this event.
