



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING OF

THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE

held on

Wednesday 24th October 2018

at

The Guildhall, High Street, Newport

PRESENT: Cllrs Lyn Fowler (Chairman)
Nigel Borrett
Tony Forrester
Thomas Janke
Tim Nelson (in Part)
Mrs Dyas
Mrs Stiles
Mr Elkes
Peter Scott - Mayor Ex officio (in part)
Phil Norton – Deputy Mayor Ex officio

IN ATTENDANCE: Louise Tunks – Cemetery & Amenities Officer
Cllr Tom King

L&ES/16/18-19 APOLOGIES FOR ABSENCE

Cllr Janke – family commitment

Cllr Nelson - TWC plans board meeting with reference to TWC/2018/0560

L&ES/17/18-19 DECLARATIONS OF INTEREST - Nil

L&ES/18/18-19 PUBLIC SESSION

there being no members of the public present wishing to ask questions the meeting continued.

L&ES/19/18-19 TO RECEIVE ANY ANNOUNCEMENTS - Nil

L&ES/20/18-19 CO-OPTION OF COMMITTEE MEMBERS

Members considered a request of co-option onto the L&ES Committee from Mr Martin Elkes (Chairman of History Society). Members **RESOLVED to Co-opt Mr Elkes on to the committee**

L&ES/21/18-19 MINUTES

Members **RESOLVED** that the minutes of the meeting held on Wednesday 18th July 2018 be approved as a true record, with one amendment;

Reason for absence for Cllr Forrester was holiday being added.

L&ES/22/18-19 FINANCE

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

L&ES/23/18-19 CANAL

Members considered a request from the Canal Trust, to lease (the Newport Town Council owned part of the canal) to the Canal Trust for a period of 999 years (with an option for the Canal Trust to assign the lease to the Canal River Trust) and support the Canal Trust each year with a maintenance grant.

Members noted the request from the Canal Trust and asked the officer to request more information to elucidate their request.

L&ES/24/18-19 NEWPORT IN BLOOM

Members noted a report attached from the Newport in Bloom Committee (**Appendix 1**). Mrs Stiles informed members of current projects for 'Bee Bomb' and gave an overview of next year's competition procedure.

Mrs Stiles asked the Committee if the large planters owned by NTC could be painted black in preparation for next year's competition as they are starting to look tired and to contact TWC to request that they review the bins in the town centre for refurbishment or replacement.

The Chairman on behalf of the Council gave the Newport In Bloom Committee their sincere congratulations for this year's competition awards.

L&ES/25/18-19 ALLOTMENTS

- a. Members noted a report from the Allotment Society on the allotments (**Appendix 2**)
- b. Members noted a report from the allotment officer on the allotments (**Appendix 3**) and considered one recommendation
- c. Members discussed the request to keep the permanent structure (Polytunnel) on plot 32A Meadow View Road. Members **RESOLVED to refuse permission for the siting of the polytunnel.**

L&ES/26/18-19 CEMETERY & AMENITIES OFFICER REPORTS

- a. Members considered a report on the Cemetery and one recommendation (**Appendix 4**) Members **RESOLVED to refuse Loyal Volunteers their preferred location of siting the bench adjacent to the war graves**, but welcomed the bench to be sited in the cemetery extension opposite the memorial wall.
- b. Members noted a report on St Nicholas Churchyard (**Appendix 5**) members **RESOLVED to recommend to the Town Council that an upgrade of lights to LED at a cost of £8k be considered for 2019-20 budget.**

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

L&ES/27/18-19 ROUNDABOUT PLANTING / GATEWAY ENHANCEMENTS - Members received a report and considered recommendations on Island planting / gateway enhancements, on entrances to the Town. Members discussed the options in depth and **RESOLVED that entrance gateways was a preferred option with either the Three Fish emblem or the Town Council emblem but no speed limit sign** and asked the officer to gain more information including designs for the next meeting

(Clerks note 7.38pm Cllr Nelson arrived)

L&ES/28/18-19 CHRISTMAS LIGHTS CONTRACT - Members noted an update on the Christmas Lighting contract and that the lights will be installed over Wednesday 21st & Thursday 22nd November.

- a. **L&ES/29/18-19 CHRISTMAS LIGHTS**
- b. Members noted an update on Christmas lights switch on event and gave the officer and overview of their preferences for the event at the Guildhall to action.
- c. Members noted an update on the stage performance event
- d. Members considered a proposal from TWC - Telford's 50th Birthday weekend; Telford and Wrekin Council (TWC) would like to support events across the borough happening on the same weekend as Newport's Christmas Light Switch on with additional content on the theme of Light. TWC has offered an artist to work with groups in Newport to make decorative willow and tissue lanterns to join the procession from the Guildhall to the lights switch on. The artist will have a materials budget from TWC and will support with the lantern element on the event day. Members **RESOLVED to accept TWC offer in support of the Christmas Light switch on event.**

(Clerks note: Cllr Scott Arrives 7.54pm)

L&ES/30/18-19 BUDGET RECOMMENDATIONS 2018/19

- a. **Expenditure** - Members were asked to identify priorities for the L&ES committee that are likely to have an impact on budgetary recommendations for the financial year 2019/20.

Members **RESOLVED to put forward the following recommendations;**

- **Upgrade of lights to LED in St Nicholas Churchyard (Ground and roof) at a cost of £8k to be budgeted in the 2019-20 budget.**
- **Carry forward the underspend of N/L 4355 Canal Enhancements**
- **Continue to budget £5k for Pavement cleaning**

b. Income

Members considered a proposed draft 2019 fees for Cemetery
Members **RESOLVED** to;

Recommend to the Town Council that the Cemetery fees WEF 1st April 2019 makes the following changes to the current fees;

- 1) Concession fees increase 2 %**
 - 2) Standard fees increase 5%**
- (Attached appendix 7)**

Members considered a proposed draft 2019 fees for Allotments
Members **RESOLVED** to;

Recommend to the Town Council that the Allotment fees WEF 1st April 2019 makes an increase of 3.6% to the current fees and invite a formal view from the allotment society.

(Attached appendix 8)

Signed.....

Date

_____end_____

LEISURE & ENVIRONMENTAL SERVICES MEETING

NEWPORT IN BLOOM REPORT - OCTOBER 2018

Fundraising: Pamper Evening £395.50. Street Collection £385.00

Annual Quiz Night Friday 16th November. Christmas Fair Saturday 8th December.

Heart in Bloom Judging Day: New Inn picked up a well deserved Silver Medal in the pubs category. Cornmell Lea won Level 5 Outstanding Award in the Community Housing category.

Newport in Bloom: GOLD award. BEST in category. Judges nominated Newport to enter Britain in Bloom 2019. We are thrilled and truly honoured to represent the town next year and with a lot of hard work we hope to show the town at its best next summer.

The colours chosen for next Summer are pink, orange a splash of white and lime green foliage.

All winter planting to be completed by the end of October.

Blooming Buddies: Working hard before winter at Wrekin Avenue Play Area.

Barbara Deason has drawn up plans to create a mini Hawkstone Folly in the Hawkstone Green Area. We hope to give the go ahead soon once costing has been finalised and passed by our committee.

Junior Bloomers have been busy clearing beds for the winter. Giant courgettes are currently being converted in chutney for the Christmas Fair.

The Grant Award of £5,000 from Town Council has now been put to one side for the time being. With road improvements and more housing sites proposed we would prefer a delay on spending at the moment.

NADAS Report for the L&ES meeting on the 24th October 2018

Firstly thank you Sophie for getting back to me with regards to the out of hours question from the last meeting. And giving me the support I have needed.

We have had another super 3 Months and getting more interaction going on within the Allotments. I have tried to be on site more to make sure people know what an Allotment has to offer.

We are getting more people involved so it will benefit the Allotment holders. And we also had the whole of Meadow View Road helping out clearing the road and entrance to the Allotments ready for the Judging Day.

Our Bring Taste & Share was a fabulous day and the Sun was out. There were lots of tasters and overall a very friendly and relaxed day was had by all.

The Community feel and spirit is getting there, and it's brilliant to see our future generations learning where their food comes from. And I am actually managing to see a few from the Boughey Road site, as it would be nice to get them more involved too.

We have 3 days of Halloween activities for the children in the holidays so that should be fun.

And we seem to have a committee that is willing to help with all areas of allotment life.

And we are looking forward to a busy and rewarding New Year at the Allotments.

Tracey Dyas
Secretary

SJA/2018/L&ES

17 October 2018

Leisure & Environmental Service Committee

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.

Of the 104 allotments across both sites, 5 allotments had been handed back at the end of tenant year September 2018, for various reasons.

The council are in the process of starting new tenancy's to fill vacant plots, and anticipate once all allotments are taken, the council will have an allotment waiting list of 16 applicants.

Leisure & Environmental Services Committee

**Cemetery Report for the L&ES Committee Meeting
to be Held on Wednesday 24th October 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 24 October). Members are encouraged to personally visit the Cemetery before attending the meeting.

DISCUSSION

Maintenance

Cemetery Chapel

The Cemetery Chapel is in need of some roof works (slipped tiles and some attention to ridges). A contractor has been appointed to undertake the works but also carry out an evaluation of the entire roof whilst on site for any other urgent or future works required.

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 September **Report attached**

Trees

5 trees are scheduled to be planted in the Cemetery in November (3 woodland burials, 1 woodland replacement of dead tree and 1 sited to the entrance of the extension).

Bench Request

The Loyal Volunteers have requested a bench to be sited in the Cemetery grounds.

Siting of a Cast iron bench was requested with the following wording;

**“Commemorating the Light Company of Loyal Newport Volunteers,
1803 – 1816,**

**Formed by Major Commandant Ralph Leeke, (Longford Hall) as defence
against Napoleonic invasion.”
‘Reformed in the role of Newport’s Civic Guard, 1987 – Disbanded 2018.’**

The Loyal Volunteers requested the bench to be sited by the war graves however The L&ES committee at its meeting on 18th July 2018 resolved the following;

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

- 1) Members considered a report on the cemetery and one recommendation (**Appendix 4**) Members **RESOLVED to not grant bench installation until they are required in a specific area in the Cemetery Extension only.**

It was suggested that the siting be located adjacent to the recent matching bench opposite the memorial wall in the Cemetery extension

Members are asked to consider if they wish to grant the Loyal Volunteers their preferred location of siting the bench adjacent to the war graves.

4th July 2018 to 2nd October 2018

Introduction:

Interments have continued at a reasonably steady rate over recent years. The last quarter is on average 30% lower than October 2017 quarterly report (Oct 2017 report = 10 – October 2018 report = 7).

There is a decrease in pre purchase (Oct 2017 report = 4 – Oct 2018 report = 0). Pre purchase of burial plots only.

Out of the 7 interments listed 0 was out of area.

Memorials Permissions (Oct 2017 quarterly report = 7 – Oct 2018 quarterly report = 7).

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	0
Burials in re-opened graves	3
Interment of cremated remains in new plots	2
Interment of cremated remains in re-opened plots	2
Woodland burials	0
Woodland cremated remains interments	0
Total	<u>7</u>

2. Grants of Exclusive Rights:

New burials	1
Burials - Pre-purchases	0
New Cremated Remains Interments	2
Cremated remains interments – Pre-purchases	0
Extension of Exclusive Rights	0
Total	<u>3</u>

3. Memorial Permissions

To erect a new monument	5
Additional Inscriptions	2
Replacement monument	0
Total	<u>7</u>

Recommendations

Members are asked to consider if they wish to grant the Loyal Volunteers their preferred location of siting the bench adjacent to the war graves.

Leisure & Environmental Services Committee

St Nicholas Churchyard Report for the L&ES Committee Meeting to be Held on 24 October 2018

Churchyard Maintenance

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

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

The Tree of Light Socket was installed during August 2018.

Recommendations

To recommend to the Town Council that an upgrade of lamps on both ground and roof level in St Nicholas Churchyard grounds at a cost of £8k be budgeted for FY 2019 /20.

Louise Tunks
Cemetery & Amenities Officer

Amenity Areas

Aim

To provide the committee with an update on the amenity areas

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 during the summer was increasingly hot for an extended period and additional watering was required. The Invoice for 2018/19 watering is £8,922. Newport in Bloom requested a grant of £10,000 for the watering and £7500 was granted therefore, there is a shortfall of £1,422.

The watering undertaken also includes NTC owned and maintained planters and therefore, there is sufficient funds in the following Nominal ledgers to fund the shortfall;

N/L – 4341 Misc. Grounds Maintenance - £1,166 available

N/L – 4343 Floral Displays - £4014 available

Lower Bar Flower Bed:

Permission was applied for the multi stemmed tree to have 30% crown reduction and was Granted, the works took place in August. There will be no Christmas tree located in this bed this year as it will be relocated to St Nicholas Churchyard.

The Electric power box located to the side of the bed is beyond repair and needs to be replaced. Quotes are currently being sourced.

Cemetery Fees – 1st April 2019

*Concessionary rates apply where the deceased is a Newport resident at time of death.
All Fees to be paid prior to any interment.

<u>BURIALS</u>	Standard + 5%	Concession* + 2%
Purchase of Grave Space (50 years)*	£1260 1,323	£728 743
" " " " Children's section*	£247 259	£178 182
" " " " Stillborn *	£142 149	£No
Charge		
Interment -		
- Administration fee*	£333 350	£161 64
- Single depth*	£445 460	£216 30
- Double depth*	£504 520	£245 260
- Surcharge for casket shaped coffins	£ 63 63	£ 31 31
Additional out of hours charge	£945 945	£945 945
<u>CREMATED REMAINS</u>	Standard	Concession*
Purchase of Garden of Rest Plot - 50 years*	£632 664	£443 452
Interment - Administration fee*	£333 350	£161 164
- single depth*	£105 105	£ 51 51
- double depth*	£126 126	£ 61 61
Additional out of hours charge	£390 390	£390 390
<u>MEMORIAL CHARGES</u>	Standard	Concession*
Approval of design / inscription and period of Permission -- 50 years.	£240 240	£240 240
Additional inscription/ replacement memorial	£ 56 56	£ 56 56
To add a Kerb Set (not permitted on all lawns)	£170 170	£170 170
<u>WOODLAND BURIALS</u>	Standard	
Concession*		
Charge in lieu of Exclusive right*	£1260 1,323	£728 743
Cost of tree- (Incl contribution for future upkeep for natural life span of tree)	£250 +2% 255	£250 255
<u>ADDITIONAL CHARGES + 2 %</u>	Standard	Concession*
Use of Chapel - per hour (minimum 1 hour)	£ 99 100	£ 99 100
Search of records - per hour	£ 37 38	£ 37 38
Memorial Wall Plaque (10 year lease)	£250	£250

----- End -----

Notes:

Out of hours' fees apply other than Monday to Friday and bank holidays 10 am through to 3pm.

Leisure & Environmental Service Committee

NEWPORT TOWN COUNCIL ALLOTMENT FEES WEF 1 APR 2019

AIM

To recommend a level of fees for allotment holders for FY 19/20

BACKGROUND

The Leisure and Environmental Services Committee to consider the level of allotment fees as part of the budget process (Nov thru' Jan) and recommend its proposed level of fees in December 2018 to the Full Council.

A copy of the current fees and proposed fees for April 2019 are attached.

DISCUSSION

Income from allotments to the Town Council is insufficient in relation to its overall budget, circa £2296 per annum.

Direct income from allotment fees:

- FY 17/18 was £2835, against a predicted £2252. (An extra £583)
- FY 18/19 was predicted at £ 2296, estimated income of £2416

Direct expenditure includes:

Allotment grounds maintenance contract per annum	- £780
Water Rates (predicted expenditure)	- £549
Additional maintenance (e.g Skips, Repairs)	- £630
	• <u>Subtotal £1959.00</u>

In addition to the direct expenditure there are other costs (approx.):

- Costs associated with the employment of the allotment officer - £1600
- Processing invoices and payments - £150
- Bank charges - £50

▪ Subtotal £1,800

Overall total expenditure £3759.00

There are 103 allotments of varying sizes (1/4 1/2 1/3 and Full plots):

- 1/4 - 3
- 1/2 - 74
- 3/4 - 6
- Full - 20

Which equates to 62¼ full plots.

Divide the expenditure (£3,759) by the number of Full plots (62 ¼) provides a

Cost per allotment: £60.38

Concessions/ variable rates

- Currently a discount for those aged over 65 and residents of Newport.
- 55 of the current allotment holders receive the concession rate.
- 6 allotment holders are out of Newport
- 42 allotment holders pay a 'standard fee'

'Out of Newport' allotment holders should pay at least the full attributable costs (as they do not contribute via the precept).

Summary

The fees for FY 18/19 are predicted not to cover the direct and indirect costs to the Council of running the allotments, there is a shortfall of circa £1343 which is in effect subsidised by general taxation of the non-allotment holder residents.

Due to an administrative error allotment invoice where charged at 17/18 fees and not 18/19, causing a lost income of £46 across all invoices. However income is estimated to be higher than predicted.

To make the allotments relatively cost neutral would require each full plot to be priced at £60.38.

The standard rate for a Newport resident full plot is £40.80 (The concession discount is 12.5%), it could be charged at £60 (£60.38) an increase of 47% to become cost neutral.

An increase of 47% to the standard allotment fee, seems excessive.

An increase of 3.6% in line with inflation would increase the predictive 19/20 income by circa £82 to £2378.

Recommendation

- That members consider the new fees proposed to recommend, an increase of 3.6% and if agreed to recommend to the Town Council to adopt WEF 1 Apr 2019.

Actual Fees Charged for year 2018/19

Plot Size (Approx.)	¼	½	¾	Full
Newport Residents	£10.00	£20.00	£30.00	£40.00
Concessionary Rate	£8.75	£17.50	£26.25	£35.00
Non-Newport Residents	£15.00	£30.00	£45.00	£60.00

Current Fees (WEF 2018)

Plot Size (Approx.)	¼	½	¾	Full
Newport Residents	£10.20	£20.40	£30.60	£40.80
Concessionary Rate	£8.93	£17.85	£26.78	£35.70
Non-Newport Residents	£15.30	£30.60	£45.90	£61.20

Draft Fees (WEF 1 Apr 19) at an Increase of 3.6%

Plot Size (Approx.)	¼	½	¾	Full
Newport Residents	£10.56	£21.13	£31.70	£42.26
Concessionary Rate	£9.25	£18.49	£27.74	£36.98
Non-Newport Residents	£15.85	£31.70	£47.55	£63.40

Draft Fees (WEF 1 Apr 19) at Increase of 47% becoming cost neutral

Plot Size (Approx.)	¼	½	¾	Full
Newport Residents	£14.99	£29.98	£44.98	£59.97
Concessionary Rate	£13.12	£26.23	£39.36	£52.47
Non-Newport Residents	£22.49	£44.98	£67.47	£89.96