



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING OF

THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE

held on

Wednesday 17th April 2019

at

The Guildhall, High Street, Newport

Leisure & Environmental Services Committee

PRESENT: Cllrs Lyn Fowler (Chairman)
Tony Forrester
Tom King
Mr Elkes (History Society)

IN ATTENDANCE: Louise Tunks - Deputy Town Clerk

ABSENT: Cllrs Thomas Janke
Nigel Borrett

L&ES/48/18-19 APOLOGIES FOR ABSENCE:

Cllr Tim Nelson – Personal commitment
Mrs Dyas (Allotment Society) - Prior Commitment
Mrs Stiles (Newport In Bloom) - Prior Commitment

L&ES/49/18-19 DECLARATIONS OF INTEREST - Nil

L&ES/50/18-19 PUBLIC SESSION - Suspension of Meeting – Members RESOLVED to suspend the meeting to take comments from the public:

Name	Mr Glyn Thomas
Address	Ben Jones Avenue, Newport
Subject	Allotment Land
Comment	Mr Thomas informed members that fellow allotment holders of Meadow View Road were concerned about the provision of the allotments provided by Town Council with the current development being undertaken adjacent to the Meadow View Site. Mr Thomas asked if Newport Town Council had any plans to sell the current allotments site. Mr Thomas was advised by the Deputy Town Clerk that the Town Council have not discussed or proposed the selling of this land.

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

L&ES/51/18-19 ANNOUNCEMENTS – Nil

L&ES/52/18-19 MINUTES - Members **RESOLVED** that the minutes of the meeting held on Wednesday 23rd January 2019 be approved as a true record.

L&ES/53/18-19 Christmas Light Switch on Event - Members invited 9 organisations / organisers of additional festive events to discuss their aspirations and if it would be of benefit for the Town Council implementing one road closure for the entire length of the High Street.

The Deputy Town Clerk informed members that they had received 3 replies from organisers of additional festive events who were all unable to attend the meeting. Members acknowledged the projected plans for a fair organised by Mr Pitt and an event to be held in the Library.

Members **RESOLVED** for Newport Town Council to apply for a road closure for the Christmas Light switch on event from the Shell Garage island to the Stafford Road island from 3.30pm to 10.30pm and from Wellington Road junction to Stafford Road roundabout from 5pm to 7.30pm.

L&ES/54/18-19 FINANCE - Members noted a copy of the L&ES income & expenditure report.

L&ES/55/18-19 CANAL TRUST - Members received a report from the Shrewsbury & Newport Canal Trust (extract at Appendix 1)

L&ES/56/18-19 NEWPORT IN BLOOM - Members received a report from the Newport in Bloom Committee (extract at Appendix 2). Members acknowledged Newport In Bloom recommendation for Newport Town Council to contact Telford & Wrekin Council (TWC) officers regarding the planting of wild flowers on Stafford Road roundabout and Forton Road roundabout.

Members were advised that prior to the meeting the deputy clerk had asked TWC about their plans for the roundabouts in 2019 and it was confirmed they would be grassed. Members were also advised that if Newport Town Council undertook the funding for wild flower seed on the two roundabouts the costing would be £3,698.60.

Members discussed the proposal in depth and acknowledged that a commitment has already been made to installing village gateways to the town entrances.

Cllr King advised members that Idverde offer green fund grants for projects which was agreed by members to be explored.

Members **RESOLVED** that the Council had not budgeted for the provision of wild flower seed on roundabouts and recommended to apply for the Idverde green fund grant and if unsuccessful, the islands be grassed by TWC in 2019 but cut frequently.

L&ES/57/18-19 ALLOTMENTS

- a. Members noted a report from the Allotment Society (**extract at Appendix 3**)
- b. Members noted a report from the Allotment Officer (**extract at Appendix 4**)

L&ES/58/18-19 CEMETERY & AMENITIES OFFICER REPORTS

- a) Members noted a report on the cemetery (**extract at Appendix 5**) Members were advised that there has been an excessive increase in moles in the Cemetery since the development commenced in the adjacent land and that the developer had been informed.
- b) Members noted a report on St Nicholas Churchyard (**extract at Appendix 6**)
- c) Members noted a report on amenity areas and a recommendation to consider expenditure to revamp the herb garden into a herb and sensory garden (**extract at Appendix 7**) Members **RESOLVED to undertake the proposed works for herb and sensory garden.**

L&ES/59/18-19 ROUNABOUT PLANTING – Members received an update on round about planting for the following roundabouts and that Telford & Wrekin Council have only planned to grass and mow these areas; Forton Road roundabout – A41, Mere Park roundabout – A41, Aldi roundabout – A41, Sheep Island roundabout – A158, Wellington Road roundabout – A158. Members were asked if they wish to consider expenditure to plant wild seed on the following roundabouts Forton Road roundabout – A41, Mere Park roundabout – A41, Aldi roundabout at a cost of £4,210.20. **Minute L&ES/56/18-19 refers.**

L&ES/60/18-19 CHRISTMAS LIGHTS SWITCH ON – CHRISTMAS LIGHT SWITCH ON EVENT - Members discussed the format for the 2019 switch-on event and agreed the following general format;

- Switch on event to be held on Friday 29th November 2019
- Children's (Newport Primary/ Junior Schools/ age) Competition - Christmas gift tag – 4 age groups with a 1st prize only and the overall winner to switch on the lights.
- Judging – approach Local Companies / Sponsors
- Prize giving event to be held at the Guildhall – sponsors to be invited from 5pm and prize giving event to start at 5:30pm
- Location of switch on to be held – Butter cross
- Entertainment – invite schools to take part in providing entertainment on a stage at the Butter cross (same as previous year)
- Entertainment – Nova FM

- Transport – Band / parade / transport the prize winner, mayor and Santa Officers to investigate costings for horse drawn carriage and reindeers. Officers to update committee members of the outcome for decision.

- Funfair – A matter for a private company however early and effective communication required. For health and Safety concerns, access for fair vehicles to Lower Bar must only enter via Chetwynd Road past Shell Garage. No entry will be permitted via High Street or Stafford Street during road closure.

- Road closure – Newport Town Council to apply for a road closure for the Christmas Light switch on event
 - from the Shell Garage island to the Stafford Road island from 3.30pm to 10.30pm
 - from Wellington Road junction to Stafford Road roundabout from 5pm to 7.30pm.

- Church involvement - inform church of date of switch on

- Advise local Newspaper of switch on and we would be supportive of any activity businesses that may wish to support the event to enhance the event but would ask they reciprocate informative of their events with NTC.

Signed.....

Date

_____end_____

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

- It is excellent news that Shropshire Wildlife Trust, with the strong support of TWC officers, have managed to obtain the £98k grant for dredging the canal and SNCT are proud to have helped. In my last report I mentioned that volunteers from SNCT and a group from Amey Consulting had spent a day measuring the quantity of silt in the canal. Our report allowed the amount of silt which needs to be removed to be calculated, which formed the basis to get quotations from contractors, so that SWT and TWC knew the amount to bid for. We did it very quickly and at very short notice which enabled them to meet the 60 day deadline to get the grant bid in. The grant was awarded to be spent on restoring the site's ecological condition (and not for any other purpose, contrary to newspaper reports) and work will take place after a public consultation which will be led by Shropshire Wildlife Trust. It is very important to the future restoration of the canal that the dredging, when it takes place, is done in such a way that it does not hamper future restoration for navigation, so SNCT will ensure that it contributes fully to the consultation. We will be offering the services of our volunteers to enable the grant to stretch as far as possible and, hopefully, a large percentage of this grant will not be spent on consultants fees

- Over the last quarter we have had a number of work parties at Meretown Lock, keeping the grass cut, cutting back the undergrowth, clearing both hedges and cutting back the one by the towpath. A grant application has been made for more young trees to replace those that were lost in the newly planted off-side hedge during last summer's unusually dry and hot summer. These will be planted in the autumn to fill in any gaps

- The £1,000 grant from Cllr Eric Carter's ward fund has been used for contractors to cut back some very overgrown trees to the west of Town Bridge to open up the views of the canal

- There will be no monthly work party in May as it coincides with our Norbury Canal Festival so a mid month will take place to keep Meretown Lock under control

- By June we will be starting our annual attempt to remove Himalayan Balsam from the canal and the Strine Brook in Newport. We started this about four years ago and last year could finally claim that the canal to the east of Town Bridge was clear. I hope to have similar success on the adjoining Strine this year and to significantly reduce it to the west

John Myers

LEISURE AND ENVIRONMENTAL SERVICES MEETING – APRIL 2019
NEWPORT IN BLOOM REPORT

Street Collection raised £396.29
Basket for Business: 90 Baskets paid for so far.
Banners for Britain in Bloom on display around the town.
Meeting Adrian Corney to see what needs attending before the judging:
Sweep entire route
Community payback to spade off weeds
Replacing bin on Hutchinson way
Liaise with NTC regarding painting play equipment on Wrekin Avenue
Spray under trees at Cottage Care
Order wild flowers for “button island” Stafford Rd.

Meeting with Ide Verde to point out baskets for business, high planters and coffin planters. All okay to do.
Herb and Sensory Garden meeting with Louise to refurbish part of the garden with a new beehive water butt, paving, solar water fountain and a row of lavender bushes. NIB to top up garden with herb plants leading up to competition.

BLOOMING BUDDIES

Blooming Buddies have no completed work on Wrekin Avenue with final instalment of the water butt. They have done a truly amazing job, it was a daunting task at the outset. Hawkstone Avenue – A lot has happened since the start of 2019 and we have to thank NTW and residents for their generosity. Impressive raised bed, and the flower bed edges have been given a smart finish by residents. Time Capsule items are nearly all collected and it should be ready to bury by the end of the month.

Canal Basin – Removal of gas pipes from Town Lock Bridge has given us the opportunity to improve this area by using £200 from T&W for shrubs and perennials. STATION ROAD RESIDENCE have invested in a new planter at Hutchinson Way by residents raising £355. This will be planted up in June

JUNIOR BLOOMERS’ allotment has been prepared and ready for planting their vegetables. They will also be entering Newport Carnival this summer, with a Walking Float.

We have approached a local decorating firm in the town to help us paint the 3 tier planters and NTC coffin planters. Glen Ward has offered his services for free.
THROUGH THE GARDEN GATE – This event is our biggest fundraiser. We are 14 gardens on show on Sunday 30th June. The gardens will be open from 10am to 5p. Tickets will be £5.

PLANT AND BOOK SALE – Saturday 1st June

BASKETS AND PLANTERS – Go up Sunday 2nd June

HEART IN BLOOM JUDGES – Monday 15th July

BRITAIN IN BLOOM JUDGES – Wednesday 7th August (TBC ASAP)

RECOMMENDATION – Newport Town Council to contact Adrian Corney regarding the planting of wild flowers on Stafford Road roundabout and Forton Road roundabout.

NADAS Report for the L&ES meeting on the 17th April 2019

Firstly we would like to thank Sophie for her continued support with the allotments.

We had a long good look at each Plot with Sophie so that we could get a feel of what was happening on each plot.

The Vast majority of the plots are looking fabulous and lots of planting has already began. We are offering help to some that are struggling as we all need help at times.

Easter week we have a clean up again and a skip available on the Meadow View Road Site, so that the plot holders can get rid of any rubbish that they have.

Junior Bloomers are also holding a couple of Easter Activities over half Term Week.

We also have our first Social Event on 19th May, It's our plant swap, so if anyone has excess plants, donations would be greatly accepted.

The Allotment Society also have Insurance to cover things like Social Events etc.

Allotment Secretary

Tracey Dyas

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 of which are currently occupied.

There are 32 applicants on the waiting list, an increase of 13 since the last meeting.

On Wednesday 20th March the allotment officer carried out a detailed photographic inspection of all plots of both allotment sites, with Richard and Tracey (Chairman and Sectary) of Newport & District Allotment Society retrospectively.

The general appearance and condition of both sites was excellent.

98% of allotment holders have started their annual gardening on their plots however, a very small number of allotments unfortunately have not been gardened so far this season. The Council has written to these tenants and reminded them of the conditions of their lease. The condition of these plots will continue to be monitored and dealt with in line with Council protocol.

The Allotment Society plan to have a big clean/clear out across Meadow View Road Allotment over Easter weekend. The Council have funded a large skip for this week at the request of the Allotment Society.

Discussions and plans have begun in readiness for the Newport in Bloom Judging in July.

The Allotment Society along with Newport in Bloom plan to hold events at Meadow View Road allotments during school holidays. All events are scheduled to take place on communal areas, no individuals plots will be accessed, unless prior agreement with allotment tenants.

The Council do not take any responsibility for these events, above the standard public liability insurance already in place. We are advised that all parties involved are covered by their own insurance.

**Sophie Alford
Newport Town Council**

Cemetery Report for the L&ES Committee Meeting
to be Held on Wednesday 17 April 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 17 April). Members are encouraged to personally visit the Cemetery before attending the meeting.

DISCUSSION

Maintenance

Cemetery Chapel

The Cemetery floor was cleaned and polished in March which has made a significant improvement.

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 March

The EA minimum requirements for monitoring of groundwater in new cemeteries is three years after the first interment which in our case was early 2017, therefore it is recommended another year of monitoring on the same programme is undertaken, It is recommended that water monitoring is continued as part of a maintenance plan with either monitoring twice per year or once a year.

Maintenance

There has been a number of bat and bird boxes fitted to trees in the cemetery grounds

Maintenance works as follows have been undertaken to the entrance of the cemetery to improve the visual of the area;

Part of the old hedge has been removed to allow easier access for vehicles in this area - this cleared area will be grassed to become a lawned open space area.

The trees to the front of the Cemetery have been crown raised

Western Power are scheduled to reduce the branches on the trees from the lines at the entrance to the Cemetery.

12 January 2019 to 5th April 2019

Introduction:

Interments have continued at a reasonably steady rate over recent years. The last quarter is on average 20% Lower than April 2018 quarterly report (April 2018 report = 5 / April 2019 = 4).

There is an increase of 20% in pre purchase (Apr 2018 report = 4 – Apr 2019 report = 5).

There is a decrease of 100% in memorials permissions (Apr 2018 quarterly report = 4 – Apr 2019 quarterly report = 2).

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	1
Interment of cremated remains in re-opened plots	1
Woodland burials	0
Woodland cremated remains interments	0
Total	<u>4</u>

2. Grants of Exclusive Rights:

New burials	2
Burials - Pre-purchases	1
New Cremated Remains Interments	1
Cremated remains interments – Pre-purchases	1
Extension of Exclusive Rights	0
Total	<u>5</u>

3. Memorial Permissions

To erect a new monument	1
Additional Inscriptions	0
Replacement monument	1
Total	<u>2</u>

Louise Tunks
Cemetery & Amenities Officer

St Nicholas Churchyard Report for the L&ES Committee Meeting to be Held on 17th April 2019

Churchyard Maintenance

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

Amenity Areas Report for the L&ES Committee Meeting to be Held on Wednesday 17 April 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 will be scheduled for two weeks prior to the in bloom judging and therefore we are looking at a start date in the last week of June – first week of July which will include the full stretch of the high street from Wellington Road corner to the Shell Garage including St Marys Street. We have received two donations from high street businesses of £50 towards the high street cleansing.

Herb Garden

The Herb Garden was originally planted up in 2012 (7 years ago), the area is looking a little tired and would benefit from a revamp

I have been in discussion with Newport in Bloom which have supplied some lovely ideas for giving the area some life (please see proposed plan attached)

The plan incorporates a sensory element to the garden

A small additional bench is felt would benefit the area sited on a gravelled bed, a solar water fountain would give the area a garden feel and include a water butt.

Water Butt-

Buying a water butt to collect rainwater can be a cost-effective, and more environmentally friendly, way to look after your plants year-round.

Rainwater is generally better for your plants than the stuff we get out of the tap, as it contains all the nutrients they need with none of the added chlorine. Although plants can tolerate tap water, it isn't as good for them.

Solar water fountain –

A water fountain will not only bring an aesthetic benefit they also help Sleep Improvement & Relaxation from Stress, Noise Reduction, Cools the Garden Down, Birds also like Outdoor Water Fountains.

Solar powered water feature is driven by the energy of the sun. They can be placed anywhere in your garden or yard where there is adequate daylight. One of the best advantages of using solar powered water fountains is that they are eco-friendly

Gravelled bed in front of the pop in building

There are many benefits of having gravel beds around the foundations of a building.

- Have gravel beds to avoid costly maintenance with weeds and overgrown shrubs.
- Having gravel beds stops excess moisture gathering and helps with drainage.
- Having gravel beds helps to heat the property.

The gravel bed will also bring colour to the area

Estimated Costings

Research to some Indicative costs for the works have been undertaken and are as follows:

Purchase of fountain £130

Purchase of water butt and stand £55

Purchase of gravel is £65 for large tonne bag

Purchase of bench is between £200 and £300 dependant on style and material

Purchase of slabs are approx. £5 each x 8 totalling £40.

Lavender hedge was scheduled to be replaced again this year due to being woody and old

Plants are purchased annually but there may be a requirement for a few more this year as many plants have failed over the years – I would estimate £300 for new perennial plants

Estimated Total cost of scheme £ 900 + plus labour

Funds available in this year's budget as follows;

- 4341 – Misc Grounds Maintenance £1,312
- 4343 - Floral displays £8,800
- 4351 – New Benches/ bins £ 825
- 4344 – Street furniture £5,000

Louise Tunks
Cemetery & Amenities Officer