



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING OF

THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE

held on

Wednesday 23RD October 2019

at

The Guildhall, High Street, Newport

PRESENT: Cllrs Lyn Fowler
Tom King (late arrival)
Tim Nelson
Mrs Dyas
Mr Elkes
Mr Loewendahl

IN ATTENDANCE: Louise Tunks – Cemetery & Amenities Officer
Darcie McGinn – Administration Officer

L&ES/25/19-20 APOLOGIES FOR ABSENCE

Cllr Lloyd – Work commitment
Mrs Stiles – Prior commitment
Cllr Tom King (late arrival due to work commitments)

L&ES/26/19-20 DECLARATIONS OF INTEREST - Nil

L&ES/27/19-20 CO-OPTION OF COMMITTEE MEMBERS

Members **RESOLVED** to co-opt Mr Eddie Loewendahl (St Nicholas Church) on to the committee:

L&ES/28/19-20 PUBLIC SESSION - There being no members of the public wishing to speak the meeting continued.

L&ES/29/19-20 Members welcomed Mr Mark Latham (Telford & Wrekin Council ecology officer) who gave members an update on ecology management in Telford & Wrekin and improvement works to the Sites of special scientific interest (SSSI) in Newport. Mr Latham gave members an update of the Canal desilt/ dredging works which are due to commence shortly.

L&ES/30/19-20 Mr Mark Latham (Telford & Wrekin Council officer) also gave members an update on The Big Green Vote and to discuss the distribution of the remaining funds. Members were advised that TWC, last year ran 'The Big Green Vote', where £52,000 of funding was allocated to Green Guarantee Sites across the borough. TWC have now completed the first phase of delivery that included allotments and formal parks. They are now moving into the second stage of delivery across a wide number of green spaces in the

borough. Mr Latham advised that TWC would like feedback on ideas for the £1,000 for the land opposite Norbroom Park (*please see location plan attached at appendix 1*). Members **RESOLVED** for Cllr Nelson to engage with local residents to gage feedback on proposals for the area and report back to Mr Latham by 22nd November 2019.

L&ES/31/19-20 Members **RESOLVED** to bring agenda item 18 Canal forward to as a member of the Canal Trust was present to give members an overview of scheduled works.

L&ES/32/19-20 Canal Trust – Members Welcomed Mr John Myers (Shrewsbury & Newport Canal Trust) who gave members an overview of the scheduled plans and works to purchase and install lock gates on Newport Canal.

Members also noted a report from the Canal Trust (**appendix 2**)

(Clerks Note Cllr King arrived 7.25pm)

(Clerks Note Mr Loewendahl arrived 7.25pm)

L&ES/33/19-20 MINUTES - Members **RESOLVED** that the minutes of the meeting held on Wednesday 17th July 2019 be approved as a true record.

L&ES/34/19-20 FINANCE - Members noted a copy of the latest L&ES income & expenditure report.

L&ES/35/19-20 VE Day 75th Anniversary – Members were asked to consider a recommendation from the Town Council meeting held in September with regards to; Minute no TC/87/19-20 (C) Members *received correspondence from Pageant Master Bruno Peek, outlining plans for the commemoration of VE Day 75th Anniversary. It was agreed that the occasion should be supported in some way by the Town Council and that the correspondence be passed to the Leisure & Environmental Services Committee for consideration as how we would contribute.*

Members were advised that The Town Crier and St Nicholas Church have plans to represent Newport in the VE Celebrations and expressed that there was an opportunity for the local public houses to get involved in the 3pm national toast. Members considered options on how the council can get involved in the celebrations and **RESOLVED to recommend to the Resource & Finance Committee that the following be considered in the FY 20-21 budget;**

1. **Purchase two sets of bunting;**
 - **Red, White & Blue for VE Day and any future events which involve the above colours and install and remove the VE Day bunting**
 - **Multi coloured / rainbow colours bunting to be used by any community events**
2. **Grant funding allocation of £2,000 to be distributed between groups and bodies that apply to aid their celebration of the event.**

L&ES/36/19-20 Cemetery – Members considered a proposal from Persimmon Homes with regards to installing a 2m footpath on the Drainage Easement land, adjacent to the cemetery boundary, which they propose to transfer to the council on the housing development completion.

TWC Drainage has no issue with the Proposed Footpath and the TWC Planning Officer is keen to have the Footpath to avoid the space being unusable and an area for fly tipping, antisocial behaviour etc. Members are asked to provide the Town Councils thoughts on the Proposed Footpath by Friday 25th October. Members **RESOLVED to support the proposal.**

L&ES/37/19-20 NEWPORT IN BLOOM - Members noted a report from Newport in Bloom (**extract at Appendix3**). Members offered their sincere congratulations to the Newport in Bloom team for their accomplishments.

L&ES/38/19-20 Annual Floral Display Competition - Members considered a proposal from Cllr Fowler to facilitate an annual floral display competition, to be run for the best floral display for the Elderly assisted living Complexes e.g. Cornmell Lea, Hallcroft Gardens, Elkington Close, Adams Close. A proposed budget of £300 to cover prize's (£200 plants for following years display and engraved plaque). Members **RESOLVED to support the proposal with the amendment that all complexes that get involved will receive an award and the overall winner to receive £200 towards a community celebration of achievement e.g. tea party.**

L&ES/39/19-20 ALLOTMENTS - Members noted a report from the allotment officer on the allotments (**extract at Appendix 4**)

L&ES/40/19-20 ALLOTMENTS - Members noted a report from the allotment Society on the allotments (**extract at Appendix 5**)

L&ES/41/19-20 CEMETERY & AMENITIES OFFICER REPORTS

- a. Members noted a report on the cemetery (**appendix 6**), Members requested that the Cemetery officer provide a breakdown in costs to maintain a memorial bench over 25 years.
- b. Members noted a report on St Nicholas Churchyard (**appendix 7**)
- c. Members noted a report on Amenity Areas (**appendix 7**)

L&ES/42/19-20 CHRISTMAS LIGHTS - Members considered reports on the Christmas Light Switch on event.

- I. Members considered suggestions for Christmas tag competition judges
- II. Members received updates on the stage performance
- III. members noted a schedule for switch on event

L&ES/43/19-20 CHRISTMAS LIGHTS CONTRACT - Members noted that the additional festoons have been approved by TWC for installation on TWC lamp posts at Lower Bar.

L&ES/44/19-20 Gateway entrance signs – Members noted that the gate way signs are scheduled to be installed during November 2019

L&ES/45/19-20 Budget Recommendations 2020-21

- 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 2020/21. Members discussed the insufficient income for Boughey Road and Meadow View Road allotments to cover maintenance/ water and skip hire (twice per year), Members asked the officers to produce a comparison to other local allotments.

Members **RESOLVED** to recommend to the Resource & Finance Committee the following budget recommendations;

N/L 4380 Xmas light switch on – increase from £2k to £4.5k

N/L 4355 Canal Enhancements – carry forward underspend to FY 20-21

N/L 4352 – Carry forward underspend to FY 20-21

To create a budget line for VE Day 2020 to include;

- I. **£2k of grant funding for groups to apply to celebrate the event, within the proposed increase of £45K for grants.**
- II. **£2k to purchase two sets of bunting plus installation and removal of one set for VE Day.**

- b. **Income** – Members received and noted a copy of the proposed fees for the Cemetery and allotments with effect from 1st April 2020

Signed.....

Date

_____end_____

Appendix 1
L&ES meeting 23rd October 2019

Appendix 2
L&ES meeting 23rd October 2019

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

- For a couple of years we have been trying to install imitation lock gates on Newport Town Lock. This will remind people that they have a canal and improve the general look and feel of the area. We are now the owners of two lock gates which we plan to get cut to size and installed. These have been donated by the Canal and River Trust and they have also kindly moved them from Calverley to Norbury so that we can work on them. I am working with Councillor Tim Nelson on this. He has had a constructive meeting with Penny McNight, the Conservation Officer, and she has agreed to support the restoration of gates to Town Lock, including supporting the planning process. I am told that the original Scheduled Ancient Monument included the lock gates although they are not on the citation on the current Historic England website. Bill Kemperer of Historic England has advised that he will support the installation of the gates, has told me how to obtain formal HE permission and has asked the HE records to track down the citation.

- I understand that the dredging contractors plan to access the section of the canal at the A41 end via the NTC owned part by Meretown Lock then climbing the bank onto the towpath. I have expressed my reservations about possible damage to the canal but am re-assured that they are contractually committed to make good any damage.

- We continue to work regularly at Meretown Lock area to make it look more attractive.

- We have a new grant of 100 new trees due for planting in December to replace losses in the new hedge planted up some 18 months ago.

- Since 2014 we have been working to eliminate Himalayan Balsam, a nonnative invasive plant, from the Newport Canal and the adjacent Strine Brook. I can now say that the canal and Strine to the east of Town Bridge is under control if not quite entirely plant free. In addition we have progressed further than previously along the island between the canal and the Strine to the west of Town Bridge. Adrian Corney has now supplied me with plans of the section which T&W own and the very small section owned by the neighbour, with permission to work on all T&W's section.

John Myers

LEISURE & ENVIRONMENTAL SERVICES COMMITTEE
NEWPORT IN BLOOM REPORT FOR OCTOBER 2019

Delighted to report our Gold Award for the Regional Heart in Bloom Competition. Gold Awards for In Your Neighbourhood: Hawkstone Avenue, Wrekin Avenue, Barbara's Bed, Herb & Sensory Garden and Lady Annabelle Corner Garden, and Cornmell Lea.

Looking forward to the National Awards results in London on the 25th October.

Fundraising: Collection in Town £350.00.

SpecSavers Donation of £750.00. Towards New Entrance signs into town + baskets for walkway to new Store. Staff would like to get involved with more fundraising and planting out whenever possible.

Quiz Night. Friday 22nd November at Newport Rugby Club.

Budding Bloomers: Currently working on the Canal Basin borders. Request gone to the public to donate large rocks to discourage walkers, dogs and cyclists from straying off the path and inadvertently damaging the new planting. The planting already has made a huge difference and admired by many visitors using the canal footpath.

At the last committee and volunteers meeting a vote was taken if we wanted to take on the area just left of canal bridge where the Willow Tree had been removed. We decided this was too much of a challenge and we already have lots of projects on the go for the New Year.

17th October 2019

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

October 1st was the due date for the allotment payments

Boughey Road – 22 plots

- 19 Tenants have paid – total £412.06
- 2 plots have been returned
- 1 outstanding payment - £21.13

Meadow View Road – 80 plots

- 73 tenants have paid (inc. new tenant) – £1955.95
- 5 plots have been returned with one already re let.
- 3 outstanding payments – £73.96

The outstanding invoices have been chased and relevant letters/notices have been issued.

The returned plots are being allocated to the applicants on top of the waiting list.

Inspection has been carried out and letters have been issued accordingly.

2 Skips have been ordered for half term week, 1 for each site totalling £534.00

The council has a current allotment waiting list of 39 applicants.

The proposed new allotment extension land measures 1733 square metres. We are currently in dialogue with Telford and Wrekin council, to transfer the land. In the meantime we will be obtaining quotes for fencing, sectioning and the development of the land.

RECOMMENDATIONS

1. No Recommendations

Ola Zbroszczyk
Newport Town Council

NADAS Report for the L&ES meeting on the 23rd October 2019

Firstly, we would like to Welcome Ola as our new allotment officer.

We have had a busy few months with Newport in Bloom events as well as our own, but all very enjoyable, with amazing comments from the public.

The Allotments are on wind down now and getting ready for the winter.

The plots have been kept mostly in good condition and is becoming more of a social space where we get to know everyone.

We have plenty of ideas for 2020 and look forward to putting them into Action.

Allotment Secretary

Tracey Dyas

Ref: LT/L&ES Report Oct 2019

Leisure & Environmental Services Committee

Cemetery Report for the L&ES Committee Meeting
to be Held on Wednesday 23 October 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 Oct). Members are encouraged

to personally visit the Cemetery before attending the meeting.

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

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

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

Western Power are scheduled to reduce the branches on the trees from the lines at the entrance to the Cemetery during February 2020 half term.

REVIEW OF CEMETERY RULES AND ELIGIBILITY OF CONCESSION FEES

Members are asked to note the following minute from the September Town Council meeting, confirming change to the Cemetery fee rules with regards to eligibility of concession fees

TC/92/19-20 REVIEW OF CEMETERY RULES AND ELIGIBILITY OF CONCESSION FEES

The matter regarding the charging of a concession rate or standard fee to the individuals arranging the funerals requirements for a family member that no longer resides within the 4 wards of Newport has been discussed at several meetings of the Town Council, and committee meetings of the Leisure and Environmental Services Committee and the Resource and Finance Committee. Members have received detailed information in regard to: - income and expenditure for the past 5years, including projected impact of changes to charges, future impact and longevity on the cemetery grounds, surrounding land and drainage during the current construction of the adjacent housing development and details of nursing homes in the surrounding areas within a 15-mile radius. The issue was raised as a result of correspondence received following an interment whereby investigation revealed that the deceased had not been on the electoral roll for at least 5 years, therefore usual custom and practice of charging an out of area fee was applied. Members were provided with further information obtained as a result of research into other burial authorities' procedures. Following discussion and to provide clarity and certainty for the operational control of officers administering the rules of Newport General Cemetery, Members **RESOLVED to change and amend the Cemetery Rules and charging structure to include:**

“The Fees and Payments below apply where the person to be interred was a resident within the 4 boundary wards of Newport at the time of death or immediately prior to entering under the care of a hospital, hospice or nursing home. The fee for the burial of persons who do not qualify as residents will charged at the standard rate”.

9th July 2019 to

Introduction:

Interments have continued at a reasonably steady rate over recent years. The last quarter is on average 28% higher than Oct 2018 quarterly report (Oct 2018 report = 7 / Oct 2019 = 9).

The pre purchase levels are the same as Oct 2018 (Oct 2018 report = 3 – Oct 2019 report = 3).

There is a decrease of 14% in Memorials Permissions (Oct 2018 quarterly report 7 – Oct 2019 quarterly report = 6).

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	1
Burials in re-opened graves	3
Interment of cremated remains in new plots	3
Interment of cremated remains in re-opened plots	2
Woodland burials	0
Woodland cremated remains interments	0
Total	<u>9</u>

2. Grants of Exclusive Rights:

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

3. Memorial Permissions

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

Louise Tunks
Cemetery & Amenities Officer

Ref: LT/L&ES Report October 2019

17 October 2019

Leisure & Environmental Services Committee

Amenity Areas & St Nicholas Churchyard Report for the L&ES Committee
Meeting to be Held on Wednesday 23rd October 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.

Churchyard Maintenance

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

Churchyard maintenance

A few members have raised anticipations that the Churchyard is in need of a revamp.

A site meeting is scheduled to take place with St Nicholas Church PCC to discuss options

Two Churchyard lamp replacement quotes have been received we are awaiting one more quote before the works are allocated.

The Church PCC has undertaken some damp investigations inside the church and NTC have been asked to investigate if the Churchyard drainage is blocked causing the damp. We have received a quote for (2 men, full day cleanse = £750 + VAT) to camera and clear any blockages in the Churchyard drains.

Louise Tunks

Amenities officer