MINUTES OF A MEETING
COMMUNITY SAFETY
held on

Wednesday 26th September 2012
at
The Guildhall, High Street, Newport

PRESENT:  Cllrs:  Tony Forrester
           Lyn Fowler
           Tim Nelson
           Phil Norton
           Rodney Pitt
           Peter Scott
           Terry Spooner
           Mr Graham Hobson (co-opted)
           Mr Reg Potter (co-opted)

IN ATTENDANCE:  Lee Jakeman – Town Clerk

APOLOGIES FOR ABSENCE – nil

CS/18/12-13  DECLARATIONS OF INTEREST

There were no Declarations of Interest.

CS/19/12-13  MINUTES

The Minutes of the meeting held on Wednesday 27 June 2012 were accepted as a true record.

CS/20/12-13  MATTERS ARISING

Nil

CS/21/12-13  PUBLIC SESSION

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

Mr Phil Leach of Brookside Avenue – commented upon the lack of parking enforcement in and around the Town. He was of the opinion that parking had become atrocious and there was a complete disregard for parking regulations. And asked what the Town Council would do about it?

(Note: The Town Council has no power of enforcement with regard to traffic regulation. The Town Council has voiced its concerns over the lack of enforcement to both West Mercia Constabulary and the local unitary authority)
There being no further comments, members RESOLVED to continue the meeting.

CS/22/12-13 ANNOUNCEMENTS

Nil.

CS/23/12-13 LOCAL POLICING TEAM

The Town Mayor welcomed Inspector Kaye of West Mercia Police to provide an overview of the Local Policing Team and its future and to answer any related questions.

Members had an opportunity to raise a number of individual issues directly to Inspector Kaye including parking enforcement, traffic speeds and levels of staffing for the Safer Neighbourhood Team.

CS/24/12-13 CIVIL PARKING ENFORCEMENT

Minute CS/11/12-13 (Jun 2012) refers. Members considered the review of Traffic Regulation Orders proposed by Telford & Wrekin Council following a meeting with Cllr: Forrester, Spooner, Mr Hobson et al. (see below):

<table>
<thead>
<tr>
<th>Road Name</th>
<th>Agreed Change</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audley Avenue</td>
<td>Replace the existing single yellow lines around its junction with Granville Avenue with double yellow lines, in addition to this extend the double yellows on the north side to cover all the properties near this junction.</td>
<td>This will protect the junction at all times and mitigate inconsiderate parking. At the TRO Workshop meeting it was requested that the double yellow lines were extended from its junction with Granville Avenue to the bus gate, we have deemed that this would not be a feasible solution as we need to provide somewhere for parents to pick up and drop off and somewhere for users of the playing fields to park. Should we prohibit parking at all times for the full length it is likely to disperse the parking problem to other locations in this area.</td>
</tr>
<tr>
<td>Audley Avenue</td>
<td>Formalise the existing bus parking area outside the Burton Borough School.</td>
<td>The existing markings are not in accordance with current regulations, to make these bays enforceable we will be amending the signing and lining at this location.</td>
</tr>
<tr>
<td>Avenue Road</td>
<td>Reduce the length of the existing double yellow lines adjacent to properties 1-15 Avenue Road.</td>
<td>Removing this restriction will provide more unrestricted parking places whilst still maintaining the junction protection.</td>
</tr>
<tr>
<td>Avenue Road South</td>
<td>Provide junction protection in the form of double yellow lines around its junction with Avenue Road and Granville Avenue.</td>
<td>Protecting the junction with help mitigate inconsiderate parking at these locations.</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Beaumaris Road</td>
<td>Introduce junction protection on the south side of Beaumaris Road at its junction with New Street.</td>
<td>Protecting the junction with help mitigate inconsiderate parking at this location.</td>
</tr>
<tr>
<td></td>
<td>Remove the school keep clear markings opposite the entrance of Adams Grammar School but retain the marking adjacent to the entrance.</td>
<td>The purpose of a school keep clear marking is to mitigate inconsiderate parking immediately outside a school entrance therefore the marking on the opposite side of the road is not required.</td>
</tr>
<tr>
<td>Beaumaris Road</td>
<td>Introduce double yellow lines on the north side between its junction with Wellington Road and Ellesmere Court.</td>
<td>Currently when vehicles park at this location is can cause congestion and make it difficult for other vehicle to negotiate the Wellington Road junction.</td>
</tr>
<tr>
<td>Boughey Road</td>
<td>Change existing single yellow lines into double yellow lines around its junction with Forton Road.</td>
<td>There is no real need for vehicles to park at this location so this restriction will ensure all inconsiderate parking is removed.</td>
</tr>
<tr>
<td></td>
<td>Change existing single yellow lines into double yellow lines from its junction with Chetwynd End.</td>
<td>This is one of the main routes into Newport and there is no real need for vehicles to park at this location. Double yellow lines will mean to route is kept clear and traffic can flow freely.</td>
</tr>
<tr>
<td>Chetwynd Grove</td>
<td>Change existing single yellow lines into double yellow lines around its junction with Audley Avenue.</td>
<td>Vehicles should not be parking at this location and therefore double yellow lines will ensure this does not happen at any time.</td>
</tr>
<tr>
<td>Granville Avenue</td>
<td>Change existing single yellow lines into double yellow lines around its junction with Avenue Road South.</td>
<td>Vehicle should not be parking at this location and therefore double yellow lines will ensure this does not happen at any time.</td>
</tr>
<tr>
<td>Granville Avenue</td>
<td>Remove school keep clear marking opposite the entrance to Newport Infant School but retain the markings adjacent to the entrance. Double yellow lines to replace the marking.</td>
<td>The purpose of a school keep clear marking is to mitigate inconsiderate parking immediately outside a school entrance therefore the marking on the opposite side of the road is not required. The proposed double yellow lines will mitigate any inconsiderate parking that may occur with no restriction in place.</td>
</tr>
<tr>
<td>Granville Road</td>
<td>It has been requested that the Bus Stop near the junction with Wellington Road is removed or relocated. We are currently in discussion with</td>
<td>This bus stop in its current location can cause congestion as a result of its proximity with the Wellington Road junction.</td>
</tr>
<tr>
<td>Street</td>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Gravelly Drive</td>
<td>Extend the existing double yellow lines near its junction with Sandiford Crescent towards New Street.</td>
<td>This will reduce the likelihood of vehicles coming into conflict when negotiating the bend near Sandiford Crescent.</td>
</tr>
<tr>
<td>High Street</td>
<td>Introduce one limited waiting bay in the lay-by opposite New Street.</td>
<td>This will provide an area for taxis and local business to load and unload.</td>
</tr>
<tr>
<td>New Street</td>
<td>Relocate existing limited waiting bay from the east side of New Street to the west side.</td>
<td>This will reduce conflicts between parked vehicles and pedestrians because of wider footways.</td>
</tr>
<tr>
<td>St Mary Street</td>
<td>Extend existing limited waiting bays on the south side of St Mary Street.</td>
<td>This will provide more on street parking for visitors to Newport Town Centre.</td>
</tr>
<tr>
<td>Stafford Street</td>
<td>Introduce a No Loading At Any Time restriction along with the existing double yellow lines.</td>
<td>This restriction has been proposed to mitigate inconsiderate parking by disabled drivers opposite the car park entrance.</td>
</tr>
</tbody>
</table>

**All other restrictions Newport Parish Boundaries are to remain unchanged.**

Members were content that the proposals were reasonable other than the comments relating to New Street and **RESOLVED to seek clarity on the proposal for New Street before agreeing to the recommended changes.**

Members noted that there is to be a wider public consultation on the matter at the Library on Wednesday 21 November between 10am and 6pm.

**CS/25/12-13 PUBLIC TOILETS**

Members noted a report from the Amenities officer, (extract below):

*There have been a few snagging issues with the new build over the last few months, however, they have now been resolved. There has been some slight building movement during the settlement of the build which has caused some slight cracking in places on the tiles, these tiles have been replaced with the grey & green tiles that we already had spare although we have purchased a new box of white tiles for replacements. Three hanging baskets were taken in July during the night. I recommend that we do not use hanging baskets again next year on the public toilets as this has now happened two years running and that we replace with a different planter that can be screwed to the wall and will be a permanent fixture to the*
build.
The public toilets were opened until 10pm with an additional clean on the Nocturne event, which will incur an extra charge for September. The toilets are considered to be in a good general condition as a result of the standard ‘daily clean’ and the occasional ‘steam clean’.

CS/25/12-13 FOOTWAY LIGHTING

Members considered a brief from the Street Lighting Officer, extracts below:

Re. RTI - Column opp 16 Ashworth Way (Walnut Close)

At present I am collating the invoices from E-on and Western Power Distribution which will be sent to the insurance company involved for the reimbursement of replacing the street lighting column. This was installed last week and as we had to replace the column we have upgraded to a LED.

To date we now have 11 LED lanterns installed.

As part of the new contract E-On are now producing a quarterly report regarding repairs. From May-July 21 faults were notified. I monitor the response time in accordance with the 5 days agreed in the contract. To date I am satisfied that the contractor meets its targets.

We had received a comment from a new resident in Waterside Mews saying the street light on the adjacent footpath was shining into his bedroom window, keeping him awake and also ‘lighting up’ his garden. The column was lowered but this did not resolve the problem. We arranged for the resident to meet with our E-on contractor to discuss the issue. After further conversations between myself and the E-on contractor to consider the cost implications of alternative alterations, it was decided to black out the very front of the column to reduce the lighting area. The E-on contractor has since contacted the resident again who said he was happy with the work undertaken. I now considered the matter closed

From June to August, 32 street lights were reported and repaired.

Members also noted an indicative cost to upgrade the 5 ornate lights in St Mary’s Street was circa £13.5k.

CS/26/12-13 SPEED INDICATOR DEVICES (SIDs) EXTRA PROGRAMME

Minute CS/14/12-13 refers. Members noted holding correspondence from Telford & Wrekin Council (TWC). The topic had been discussed over a lengthy time (most recently in May 2012) and it was envisaged that the SIDS extra programme would be up and running by now.

Members expressed their frustration that the project had not delivered any tangible results, bearing in mind that the Town Council had budgeted a significant funding to assist in the delivery.
Members **RESOLVED** (to delegate to the clerk) to write to the appropriate cabinet member at TWC and invite them to a meeting of the Town Council to explain what actions have been undertaken to deliver the project and when it would begin?

**CS/27/12-13 CENTRAL SQUARE (MISSING) LAMP POST**

Minute 15/12-13 refers. Members noted that previous correspondence from TWC had advised that the post for central square (removed last year) should have been replaced between 30th July and 24 August 2012. However, the lamp is still not in situ.

The Clerk advised that he had further corresponded with Telford & Wrekin Council and had been advised that the revised date for delivery of the lamp was 5th November, with installation to follow shortly after.

**CS/28/12-13 CCTV**

Minute 16/12-13 refers. Members noted a brief from the Town Clerk following a meeting of the CCTV working group, extract below:

**Background**

At a meeting of the Town Council on 12 July it was resolved to form a working group Terms of Reference were drafted by the Clerk:

*The Working Group (WG) will comprise at least 5 Members; clrs Nelson, Pitt, Scott and Spooner, Mr Hobson and should invite a representative of the Local Policing Team and the Newport Chamber of commerce to become involved.*

- The Working Group shall undertake the following role and functions:
  - To familiarise themselves with the current CCTV provision to ascertain its effectiveness and durability (e.g. how quickly will it need updating).
  - Clarify the purpose of CCTV – (including who benefits and who pays)
  - Identify the technologies available from commercial providers
  - Gather the views of the community regarding CCTV provision.
  - Identify any other groups or individuals that are able to contribute to the work of the Advisory Group.
  - Obtain some indicative costs
  - Consider the implications of installing a new system in a conservation area.
  - Identify core members of the Working Group who will be responsible for co-ordinating a documented...
recommendation to the Full Town Council
- The production of a draft document that captures (in general terms) the vision of the short, medium and long-term aspirations of the Town Council for future CCTV provision
- The Working Group may form sub-groups, in an advisory capacity.
- The Working Group will cease to exist once any recommendations are considered by the Town Council.

An initial meeting was held on Thursday 16th August, in attendance were:

Cllrs Scott and Spooner, Mr Hobson, Mr Beech (Chamber of Commerce), PC Tonks (Local Policing Team) and the Town Clerk.

Cllr Nelson had been unable to attend due to work commitments.

Introduction

The WG were given a demonstration of the current CCTV system operated by the Town Council, following which a wide ranging discussion took place about costs, technology, purpose, funding, pros and cons etc.

Discussion

While there were some differences in views around specific aspects (there are some gaps in the knowledge of the WG) the WG was in general agreement on the following points:

- The overriding purpose of the CCTV was to provide actual and/or perceived increase in safety for the residents of Newport, albeit there were some associated benefits to commercial organisations.

- The current system is adequate – it has 16 cameras that cover most of the commercial area of the Town – but would benefit from further enhancements of subtle changes:
  - CCTV coverage of all public car parks highly desirable.
  - Infrared capability on some cameras (where night lighting is poor).
  - Wireless technology would be an advantage (the High Street is in a conservation area and the removal of lengthy cabling would benefit the vista.

- Signed........................................

- Dated.................................
• Increasing the ability to monitor the CCTV images in real time, the current system tends to be used for identification of incidents after they have occurred and not as they occur. Whether this meant the transferring of images to a remote monitoring station, recruiting volunteers to sit at a screen in Newport or additional police resource is identified was not discussed in any depth as the WG were unsure of the technology now available.

• A review of priority areas to be covered by CCTV should be undertaken with police, residents and business being consulted. It was felt that the police view would probably have the overriding and most objective view.

• The WG were encouraged to hear about successful prosecutions the police force had obtained using the CCTV and some of the wider benefits (crime prevention). They considered that success stories (of the use of CCTV) should be better publicised to both justify the cost and confirm the community benefits.

• Residents have a right to conduct their activities freely and without fear of being unnecessarily watched. There is a balance to be obtained between a CCTV system being invasive and tool for community safety.

• While the current system is adequate the Town Council should take early steps to prepare for upgrading sometime between 18 months and 3 years. Consider setting aside some funding in preparation for an upgrade (cost of the last system circa £55k)

• Access to images should be authorised by the Police.

• Relocating the remote CCTV in Stafford Street to a more suitable location should be investigated. (AL1)

**Additional Points**

Mr Beech, Chamber of Commerce, would give a summary of the CCTV provision to the Chamber of Commerce at its next meeting and touch on subjects such as funding, willingness of businesses to allow CCTV cameras to be mounted on their properties and mutual benefits.

They was insufficient expertise in the WG to understand and investigate current technology and its benefits, more understanding was required – The WG asked that the Clerk contact a local provider of CCTV to see if they were prepared to provide a general overview to some, or all, of the WG.
It was agreed that the Clerk prepare and circulate a summary working document for members of the WG to consider, comment upon and use for reference and help shape any future recommendations.

Members agreed that the working group should meet with a CCTV contractor to understand the technology available and obtain some indicative costs.

**CS/29/12-13  Telford & Wrekin Council (TWC) Winter Service Updates**

Members noted correspondence from Telford & Wrekin Council regarding winter servicing, including answers to frequently asked questions. Members also noted the location of current grit bins.

<table>
<thead>
<tr>
<th>STREET</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEECHFIELDS WAY</td>
<td>OPP KINGFISHER CLOSE JCN</td>
</tr>
<tr>
<td>CHETWYND ROAD</td>
<td>NR JCN DEER PARK DRIVE</td>
</tr>
<tr>
<td>CHETWYND ROAD</td>
<td>ON BEND NR JCN A41</td>
</tr>
<tr>
<td>CORNELL LEA</td>
<td>O/S SCHEME MANAGERS OFFICE</td>
</tr>
<tr>
<td>DANIELS CROSS</td>
<td>OPP NO 56, NR JCN BEN JONES AVENUE</td>
</tr>
<tr>
<td>HERON WAY</td>
<td>IN PARKING AREA FOR NOS 12 &amp; 14</td>
</tr>
<tr>
<td>MEADOW ROAD</td>
<td>OPP NO 109</td>
</tr>
<tr>
<td>NEW STREET</td>
<td>AT EXIT OF CAR PARK</td>
</tr>
<tr>
<td>SPRINGFIELD IND EST</td>
<td>NR JCN STATION ROAD</td>
</tr>
<tr>
<td>SPRINGFIELD IND EST</td>
<td>OPP COUNTY TYRES</td>
</tr>
<tr>
<td>STAFFORD STREET</td>
<td>CAR PARK, AT BUS STATION</td>
</tr>
<tr>
<td>TAN BANK</td>
<td>SIDE OF NO 8 VINEYARD RD, OPP VICTORIA PARK JCN, BEHIND PGR</td>
</tr>
<tr>
<td>VICTORIA PARK</td>
<td>SIDE OF SWIMMING POOL</td>
</tr>
<tr>
<td>LAPWORTH WAY</td>
<td>JCN HAMPTON DRIVE</td>
</tr>
</tbody>
</table>

Cllr Spooner suggested that the road from Salters Lane leading to the mini roundabout should be considered as an additional location for a winter grit bin.

Members **RESOLVED to ask Telford and Wrekin Council to review the location and consider installing a grit bin in the vicinity of the Shell Petrol Station and the mini roundabout.**

**CS/30/12-13  Cycles – Use of Cock Yard (off the High Street)**

Members considered a request from Councillor Fowler to look into ways to ensure that, cyclists dismount before proceeding along Cock Yard. Cllr Fowler has received a number of complaints regarding cycling on the footpath from residents; these have been passed on to the local policing team.

Members **RESOLVED to request Telford & Wrekin Council look into installing suitable street furniture, at the junction of Cock Yard and the High Street, that will encourage cyclists to dismount yet still allow reasonable access to pedestrians and appropriate means of transport (such as mobility scooters and wheel chairs).**
Members Information Seminars

Members considered an invitation from Telford & Wrekin Council to attend a Members Information Seminars - Policing Telford & Wrekin – Opportunities and Challenges (Chief Constable David Shaw) - on Thursday 27 September 6.00 – 7.00pm Reception Suite, Civic Offices.

Members RESOLVED to nominate Cllr Fowler and Mr Hobson to attend on behalf of the Town Council.

Budget Consideration

Members noted the community safety expenditure to date and considered budget requirement for financial year 2013/14.

Members RESOLVED to:

Recommend changes to the following Nominal Ledger codes:

4210 CCTV non routine maintenance= £3,500  
(decrease of £1000 based on recent trends)

4214 CCTV lease/upgrade = £2,500  
(increase of £1000 to contribute to future upgrade)

4214 – Community safety miscellaneous = £5,000  
(increase of £1300 for additional SIDS and £2,500 for contribution to CPE)

and

On all other community safety budget items delegate to the clerk to identify a suitable figure based upon recent historical norms, current contractual terms and inflationary pressures.