



# NEWPORT (Shropshire) TOWN COUNCIL

## MINUTES OF A VIRTUAL MEETING (draft until signed at a subsequent meeting)

**Community Safety Committee meeting  
held via Microsoft Teams (Virtual Platform).  
held on  
Wednesday 23<sup>rd</sup> September 2020**

*Town & Parish Councils are temporarily permitted to hold remote meetings due to the current pandemic Covid-19 health crisis: –*

***“The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020”***

**PRESENT:** Cllrs: Thomas Janke– Chairman  
Lyn Fowler  
Nick Garvey  
Tom King  
Tim Nelson  
Peter Scott

**IN ATTENDANCE:** Sheila Atkinson –Town Clerk (CiLCA)

**CSC/1/20-21** There were no **APOLOGIES FOR ABSENCE**

**CSC/2/20-21 DECLARATIONS OF INTEREST – Nil**

**CSC/3/20-21 Previous Minutes** – Members noted and approved the minutes of a previous meeting held on 18th December 2019. *The Meeting scheduled for 18<sup>th</sup> March 2020 was cancelled after the issue of the Agenda due to the implementation of national governmental measures in an effort to stem the spread of infection and to keep people safe from Covid-19 which introduced the banning of gatherings of more than two people from different households. The Membership and chairmanship has been extended until the next Annual Meeting anticipated to be May 2021.*

**CSC/4/20-21** There were no members of the Public wishing to make representation, the meeting continued.

**CSC/5/20-21 Public Toilets**

- a. Members noted a report - salient bullet points below: -
- Public toilets reopened on June 15<sup>th</sup> following complete closure due to COVID-19 pandemic.
  - Now operating on reduced opening hours – Mon to Sun 9:00am till 4:00pm.
  - Cleaning increased, including a midday clean
  - Deep clean and sanitize every 3 weeks.

- b. Members reassured that during the current health crisis, a sufficient and adequate evaluation to keep the public toilets open has been implemented which consists of closed off cubicles and a reduced number of 'conveniences', extra cleaning, and additional sanitizing and a reduction of opening hours. The alternative is to close completely.

#### **CSC/6/20-21 Speed Indicator Devices (SID's)**

Members noted a report on the two Town Council owned mobile SID's, observing that new batteries have been purchased. Members agreed that whilst it is not perceived to be excessive price, the cost of £294.00 is relative to an ongoing cost for a utility object which has been working constantly over the last 3 years, and a justifiable spend.

#### **CSC/7/20-21 Smart Water**

- a. Members received an update from Cllr Nelson who informed on the success of the partnership working with the safer neighbourhood team and the town council, whereby residential areas are given the opportunity to collect from their own locality. The last two residential "events" were held at Stonebridge and Farmers Gate. Further events had been planned including a roll out at Newport Infants School. A suggestion was made to distribute "Smart-Water" leaflets to the sales offices at new developments.

- b. **Smart-Water for Business**

Members were informed that the Police are looking to promote and involve the Town & Parish Councils in a roll-out of Smart-Water for businesses and also to encourage the use of a retail app "Disc" to 'self-manage' low-level crime/ASB by means of an information-sharing system, similar to the pub-watch already set up in Newport. Members are supportive of both initiatives, realising that there will be some cost implications, and agreed that Cllr Nelson should investigate both aspects and they tasked the clerk to arrange a meeting/discussion with Sgt Tandy to gain more information to take the project(s) forward.

#### **CSC/8/20-21 CCTV**

- a. Members receive a verbal update from the clerk, stating that the CCTV "upgrade" is moving forward. Various audits and surveys by internal and outside contractors have taken place in Newport and also across the Borough.
- b. Members noted and acknowledged that there will be a requirement for an annual "maintenance charge" to cover the cabling and wi-fi – exact details will be provided, but probably circa £3,000 pa - however, it was agreed that a maintenance cost has been regularly budgeted for over the many years of having a CCTV system, and should continue to be an annual budget item.

#### **CSC/9/20-21 Footway Lighting Column(s)**

This Item had been deferred from the March meeting. Following discussion Members **RESOLVED to proceed with the installation of the two new footway lighting columns to pedestrian routes on:**

- **Stafford Road through to Lapworth Way**
- **Wrekin Avenue to The Larches.**

Members noted the quotation received in February for the sum of £4712.71 + VAT for the Stafford Road Column realising that this price may be subject to change and out of date. However, it did provide an indicative cost for each lighting column. Consultation will be undertaken with any neighbours living nearby or in close proximity to ensure they are content and that no detrimental impact occurs on their amenity.

### **CSC/10/20-21 Beaumaris Road Light No.93**

Members noted that the developers had been in contact with the Town Council to request the temporary removal of the streetlight to allow for access on to the Haberdasher Adams School grounds to continue with the major building works currently being undertaken to extend the school.

Members were informed that the work to disconnect the electricity, removal and store the lighting column, reinstate, and reconnect will be undertaken by western power distribution and e-on, all costs will be borne by the Developer. It is anticipated that the light will be out of commission for a maximum of 4 weeks. Members will be informed when dates have been secured.

### **CSC/11/20-21 Winter Service: Town Council Owned Grit Bins and Parish/Town Council Snow Liaison Officers**

- Members noted correspondence from T&W regarding the 2no. Town Council owned grit bins, situated on Lapworth Way and Vauxhall Crescent, informing that at the end of 2018/19 NTC were owed 5no. re-fills. Following a reconciliation at the end of this season, this is still the case. These 5 refills will be carried forward into the new season, 2020/21 and there will be no charge at this stage. Members agreed that they would continue to service the existing bins and did not consider that they needed removing.
- Members received the latest information issued by T&W in relation to Parish & Town Council Snow Liaison Officer, noting that a request for any changes to our nominated Snow Liaison Monitor, currently an ex councillor. Members requested the clerk to ascertain if Tony Forrester wishes and is willing to continue in the role.
- A copy of the T&W Guidance and Winter Service Policy is **attached at Appendix 'A'**

### **CSC/12/20-21 Parking Strategy Working Group (PSWG)**

Members received a verbal update and dialogue from those that had attended a meeting held at Haberdasher Adams School on 13<sup>th</sup> August at which the Headmaster gave his power point presentation reviewing and providing information for consideration of the Town Council pursuing the idea of investing in providing a car park on the site of the School for use of the sixth form pupils to alleviate spaces on New Street Car Park and to mitigate the displacement of parking provision for residents and visitors in the proximity of the school.

Negotiations and discussions continue with various avenues being explored: -

- Cllrs Scott & Nelson in their capacity as Borough Cllrs, will approach the Unitary Authority to ascertain the possibility to provide funding to re-locate the MUGA within the school grounds.
- The School will enquire of their trustees/owners if the land could be sold to the Town Council.
- The school will ascertain the exact figures for the numbers of Haberdasher Students using New Street, car park at the start of the school year in September.

**CSC/13/20-21 Survey of Newport Car Parks** – Members discussed the proposal for the undertaking of a formal traffic count survey to be carried out by an independent contractor on all the car parks in Newport with a partnership payment between T&W and NTC, and **RESOLVED** that the survey be undertaken as soon as possible as it will provide direct evidence of all usage. However, dates should avoid a Monday and the October half term school break.

### **CSC/13/20-21 Civil Parking Enforcement (CPE)**

Members received a verbal update from the Clerk on the ongoing construction of a more robust partnership relationship with T&WC and the SNT following the implementation of CPE and the ending of the three-year grant funding.

### **CSC/14/20-21 Finance and Budget Recommendations 2021-22**

- Members noted a copy of the latest CSC Income & Expenditure report.
- Member discussed their priorities, aspiration and recommendations for consideration for inclusion within budgetary proposals for the 2021-22 budget. Members supported the **RECOMMENDATION to obtain costings for appropriate footway lighting along the canal towpath from Polly’s Lock to Mere Town. Any scheme will require a proportion of low level, environmentally subtle arrangements to protect and enhance this sensitive area.**

### **CSC/15/20-21 EXCLUSION OF PRESS AND PUBLIC**

Members **RESOLVED** that ‘in view of the special nature of the business about to be conducted, (*that is, an item of a contractual nature*) it is advisable in the public interest that the press and public be temporarily excluded and were instructed to withdraw.

### **CONFIDENTIAL SESSION**

*(Note: elements of the discussion and any contractual details are confidential, however the nature of decisions made are for public record.)*

**CSC/16/20-21 Public Toilets Cleaning Contract** – noted that the current public toilets cleaning/ caretaker three-year contract expired on 31<sup>st</sup> July 2020.

It was agreed, that due to the current health crisis and the continuing uncertainty of further future “lock-down” or closures, to extending the existing contract provision for a further year ending 31<sup>st</sup> July 2021, and that a re-tendering process is started in November 2020 under the same terms and reference as the existing contract.

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## **WINTER SERVICE POLICY STATEMENT 2020/21**

### **INTRODUCTION**

The Borough of Telford and Wrekin is the Highways Authority for all the adopted roads in the Borough except for the M54 Motorway and A5 Trunk road from the end of the M54 at Cluddley to Preston Roundabout.

The Highways Authority is responsible for work relating to snow, frost or ice on these roads. The aim of the Winter Service is to provide so far as is reasonably practicable for the safe movement of road users along the highway network during wintry conditions.

The Service operates between the 16th October and the 16th April i.e. the Winter Season. A review of Winter Service Operations is undertaken each year before the start of the next Winter Season.

### **FORECASTING & TREATMENT OF ROADS**

Two weather monitoring stations operate in the Borough, which with information from surrounding areas' stations and up to the minute forecasting from the *MetDesk* is used by our experienced staff to optimising the salting of the roads at the most effective and efficient times. However, with the variable conditions we experience in this maritime climate it is not always possible to complete salting before freezing starts but we endeavour to complete salting as soon as is practicable within the constraints of our resources.

### **ROADS TO BE TREATED**

The main activities of the Winter Service are treating the highway to:

- 1 Try to prevent ice forming known as "precautionary salting"
- 2 Melt ice and snow already formed, "post-salting"
- 3 Remove snow

All the roads are divided into the "defined network" and the "non-defined" roads dependent on their priority. The service aims to prevent ice forming (precautionary treatment) on the "defined network" which consists of main through roads and those serving centres of activity such as commercial, retail, employment, administrative and leisure. These are known as the "frost routes".

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### **GUIDANCE ON SNOW LIAISON PARISH COUNCILS 2020/21**

The Parish Council Snow Liaison representative acts as the point of contact between the local people and Telford & Wrekin Council Officers engaged on winter service operations. The purpose is to help build and update a picture of local conditions and their particular area.

This will allow the resources to be targeted to reduce any dangers or inconvenience as soon as practicable.

The Council's actions regarding frost or snow and ice conditions are outlined in the attached 'Policy' extract.

The Liaison Officer's role is to provide accurate information mainly during periods of prolonged snow conditions.

The Council's policy during snow conditions is to target the available plant and labour to deal with problems in a priority order.

We use our term maintenance contractor, Balfour Beatty Living Places, other local contractors together with local farmers.

In times of heavy snow, our first priority will be given to the major roads and important pedestrian areas. Local information is particularly important at such times to deal with the major problems quickly and effectively and then to target the resources as they become available to the next priority. This is where information from the snow liaison contact is most useful.

Information on blocked roads and where they have become dangerous or impassable due to compacted snow or ice helps us to inform drivers of passable routes to their destinations.

The clearance and gritting of pedestrian areas by shops, civic centres or elderly persons accommodation is aided by having up to date local information.

There are also times when we may be able to provide help in special cases such as a medical emergency (but not for routine snow clearing to surgeries and doctor's houses).

It can be seen from the attached policy that we do not undertake to treat all of our roads for frost and ice or for the removal of snow. You will see from the policy that our aim during snow events is to maintain movement around the Borough between major centres and at least one access to each hamlet.

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