



NEWPORT (Shropshire) TOWN COUNCIL

(Draft until signed at a subsequent Meeting)

**MINUTES OF A MEETING OF
THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE
held on
Wednesday 18th May 2022**

PRESENT: Cllrs: Garvey
Syrda
Nelson (chairman)

Mrs Jane Stiles (Newport in Bloom)
Mr Eddie Loewendahl (St Nicholas Church)
Mrs Simone Whitfield (Sustainable Newport)

In Attendance: Louise Tunks – Deputy Town Clerk
Ola Zbroszczyk - Officer
Cllr Thomas Janke

L&ES 01/22-23 Election of Chairman

Cllr Nelson was duly elected to serve as Chairman for the municipal year 2022/23.

L&ES 02/22-23

Cllr Syrda was duly elected to serve as Deputy Chairman for the municipal year 2022/23.

L&ES 03/22-23 Co-opted Members

Members agreed to the continuance of the co-opted members from the following organisations in municipal year 2022/23 meeting as members of this committee and **RESOLVED to co opt the following onto the committee:**

Mrs Jane Stiles (Newport in Bloom)
Mr Eddie Loewendahl (St Nicholas Church)
Simone Whitfield (Sustainable Newport)

Members were advised that Mr Bernie Jones (Canal Trust) had also expressed an interest to join the committee but had sent his apologies for this meeting, members felt that co-option at the next meeting when Mr Jones was in attendance would be appropriate. Furthermore, members were advised that the Allotment Society had also received an invitation, but we have not received a reply to date, Members agreed to keep the invitation open.

An invitation to the History Society was also agreed.

L&ES 04/22/23 Apologies

There were no apologies for absence given.

L&ES 5/22-23 Declarations of Interest

There were no declarations of interest given.

L&ES 6/22-23 PUBLIC SESSION

Members voted to suspend the meeting for up to 15 minutes to permit members of the public to make representations on business included on the agenda. There being no members of the public present wishing to speak the meeting continued.

L&ES 7/22-23 TERMS OF REFERENCE

Members **RESOLVED** to approve the Terms of Reference for the Leisure & Environmental Service Committee attached appendix A.

L&E 8/22-23 PREVIOUS MINUTES

Members confirmed the minutes of the meeting, held 23rd March 2022 and were duly signed by the chairman.

L&ES 9/22-23 FINANCE

Members noted a copy of the latest L&ES income expenditure report.
Cllr Nelson briefed members that it is expected that TWC will be approaching NTC to ask for financial support towards the canal towpath resurface project, Members noted the information and were supportive of the project.

L&ES 10/22-23 NEWPORT IN BLOOM

Members received updates from Newport in Bloom (NIB) Committee Jane Stiles. Mrs Stiles informed members of several projects and issues including.

Street collection held raised £436

Baskets will be installed on 22nd May 2022

They have a scheduled meeting with the police to discuss vandalism

Open gardens scheduled for 3rd July 2022.

St Nicholas Church bed is scheduled to be planted up on 26th May.

Mrs Stiles also advised members that the Monday Movers have confirmed they can no longer do the following areas due to access issues because of overgrown hedges, Cornmell Lea, Cheney Bank, New Street.

Members asked the RFO to contact TWC to see if the hedges could be cut back to allow access. Furthermore, NIB advised members that they have lost a number of volunteers that used to undertake the administration and project leading and therefore have expressed that unless they are able to recruit these volunteers NIB future is uncertain. Members wished to express that they are supportive of Newport in Bloom and would consider assisting the group to ensure the future of the community benefit.

L&ES 11/22-23 SUSTAINABLE NEWPORT

Members received updates from Simone Whitfield (Sustainable Newport), Simone Whitfield advised members of the following projects.

- Refill day 16th June 2022 – competitions are planned to be run in the Town [World Refill Day - Refill - Join the Refill Revolution](#)
- Terracycle – the group are in discussions with the possibility of using the library, monthly [TerraCycle](#)
- 17th September – holding a Jumble Trail in Newport - [jumbletrail](#)

ALLOTMENTS

L&ES 12/22-23 ALLOTMENTS

- a) Members noted a report from the allotment officer **attached appendix B**
Members acknowledged the increase on the portable toilet due to increased living costs, Members were pleased that the increase had been challenged by the officer but were content to continue with the trial.
- b) There being no updates received from the Allotment Society the meeting continued.
- c) Allotment Tenancy – Members discussed the consultation and review on the rules and regulations on structures - minute L&ES/19/21-22 refers. Members felt that due to a minimal response received that the consultation be extended to collate a greater feedback result and to discuss at a further meeting.
- d) Members received an update from Cllr Janke & Cllr Good on providing renewable energy supply at Meadow View Road Allotments on the allotment holders amenity up to the value of £2k, (N/L 4358 Environmental Projects) with a deadline of end of May 2022. **Minute L&ES 50 /21-22 refers.**
Members acknowledged that £2k was insufficient for the model of solar power researched and discussed the project and materials in depth, Members **RESOLVED** to purchase the proposed solar powered kit at a cost of £2.2k from Amazon to ensure delivery before the Queens Jubilee.

L&ES 13/22-23 CEMETERY & AMENITIES

Members noted reports on the following amenity areas;

- a. Cemetery report **attached Appendix C**
- b. Amenity Areas & St Nicholas Churchyard **attached Appendix D**
- c. Churchyard maintenance – Members received an update on the Peace Garden design and Mr Eddie Loewendahl agreed to investigate the faculty required. Members also considered tree works required to two Cherry trees in the vicinity of the area, Members **RESOLVED to apply for permission for the crown raise and reduce the two cherry trees.**

L&ES 14/22-23 GROUNDS MAINTENANCE CONTRACT / TENDER

Members noted that the grounds maintenance contract for the Amenity Areas, Allotments, Cemetery, St Nicholas Church and High Street annual planting and maintenance expires on 31st March 2023. Tenders will be drafted for approval at the July meeting in order to start the tendering process before budget setting.

L&ES 15/22-23 CANAL

Members received updates on canal projects including the launch of the exhibition narrowboat on the canal on Thursday 19th May.

L&ES 16/22-23 DEFIBRILLATOR LOCATIONS

Members received an update from Cllr Syrda with options to install maps of defibrillator stations around the town. **Minute L&ES 57/21-22 refers.** Members were appraised by Cllr Syrda that awareness is far greater than maps which may or may not be remembered in an emergency. Members were also advised that as long as all the defibrillators are registered with the ambulance service if 999 is called, they will advise you the location of the nearest defibrillator and the code to unlock. Therefore Cllrs, Nelson, Syrda and Janke agreed to enquire with all the defibrillators in the town on whether they are registered with the ambulance service and if not get them registered as well as promoting and raising awareness on the towns Defibrillator locations.

L&ES 17/22-23 Queen Jubilee event

Members noted the minutes from the Queen's Platinum Jubilee working group meeting held on 10th May 2022 and were appraised on the following events

- Thursday 2nd June - Beacon lighting event
- Sunday 5th June - Church service at Nicholas Church at 10:30am
- Sunday 5th June - the big lunch / street party 12noon till 4pm.

L&ES 18/22-23 NAVY CLUB, BELLMAN'S YARD SIGN

Members considered a request for a sign to be purchased and installed in the Town to identify the location of the Navy Club in Bellman's Yard.

Members were advised that there was insufficient room for another finger post on the pole in the square and therefore, a new pole and finger would need to be purchased and installed in a suitable location with TWC permission required at a cost of Circa £1200 plus installation.

Members **RESOLVED for the RFO to enquire with TWC to see if they could replicate the RBL sign for RNL on the High Street.**

Newport Town Council Leisure & Environmental Services Committee
Terms of Reference

- The Committee will comprise at least 3 councillor Members.
- Where the Mayor or Deputy Mayor choose not to be a members of the committee they are non-voting ex-officio members.
- The quorum of the Committee shall be 3 Members or 1/3 of membership whichever is the greatest.
- The Committee shall undertake the following role and functions:
 - Keep under review the policies and procedures for the effective management of the Cemetery;
 - Keep under review the policies and procedures for the effective management of the Town Council owned Allotments.
 - Keep under review the policies and procedures for the effective management of the recreation and amenity areas.
 - Keep under review the policies and procedures for the effective management of the Town Council Christmas lighting display.
 - Approve the virement of funds between items in the budget listed under the headings of Cemetery, Recreation & Amenities and Allotments;
 - Recommend to the Full Town Council for inclusion in the draft budget, additional budget items that are related to Leisure & Environmental Services matters;
 - Identify physical enhancements that could help in improving the tourist and visitor offer and collect and collate evidence to support proposed courses of action.
- The committee may delegate any or all of its functions to an officer of the Town Council.
- The committee may, subject to at least an annual review, co-opt non-councillors to the committee in an advisory capacity provided the committee does not exceed 12 members (they will have voting rights within the limits advised by NALC in its Legal Topic Note No 9).
- The Committee may form sub-committees or working groups, in an advisory capacity, for individual issues that have a limited life-span.

Reviewed and approved by the Full Town Council meeting on 23rd June 2021

OZ/2022/L&ES

12th May 2022

Leisure & Environmental Service Committee Meeting 18th May 2022

NEWPORT TOWN COUNCIL ALLOTMENTS

AIM

To provide a general overview of the management of the allotments

POINTS TO NOTE

All plots on Boughey Road are currently occupied one plot on MVR has been returned and is in the process of letting out.

There are 42 people on the waiting list with 13 being out of Newport residents.

Officer has conducted a brief inspection of the allotments and letters are being issued to 8 tenants whose plots require attention. Most plots have made a great start and the site is getting very busy.

Water was turned on Monday 4th April and long hoses have been supplied to 4 out of 5 taps. 7 tenants so far have asked for dispensation.

The soil mound has been removed and the sleepers that contained bark and manure have been moved far back to create more space on the car park.

The gate for the bungalow will no longer be in use following the tenant moving out. The clerk is liaising with the Wrekin Housing Trust to have the gate blocked off permanently.

Portable toilet has been sited at the car park by the manure spot. First invoice was received, however the weekly charge increased by £5, which is a 25% rise from the quote received. This has been challenged and we are awaiting response. Allotment officer to brief.

Small number of tenants have sent their feedback for the shed consultation, which has been shared with the newly appointed L&ES Committee members.

Ref: LT/L&ES Report May 2022

Leisure & Environmental Services Committee

**Cemetery Report for the L&ES Committee Meeting
to be Held on Wednesday 18th May 2022**

BACKGROUND

(Note: this is a working document that has been updated since the Leisure and environmental meetings 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 18th May). Members are encouraged to personally visit the Cemetery before attending the meeting.

DISCUSSION

Maintenance.

Car park surface

Quotes are currently being requested for the proposal of re surface of the carpark

Chapel proposed works

Internal works – quotes are currently being requested

1st March 2022 to 10th May 2022

1. Burials and Interment of Cremated Remains:

Burials in new graves	1
Burials in re-opened graves	1
Interment of cremated remains in new plots	1
Interment of cremated remains in re-opened plots	3
Woodland burials	0
Woodland cremated remains interments	0
Total	6

2. Grants of Exclusive Rights:

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

3. Memorial Permissions

To erect a new monument	5
Additional Inscriptions	2
Replacement monument	0
Total	7

Amenities & Churchyard Report Appendix D

Leisure & Environmental Services Committee
May 2022

Ref: LT/L&ES Report May 2022

May 2022

Leisure & Environmental Services Committee

Amenity Areas / St Nicholas Churchyard Report and Tender Maintenance information for the L&ES Committee Meeting to be Held on Wednesday 18th May2022

Amenity Areas

General: There has been a few issues with the amenity areas not receiving the full maintenance as specified in the contract, this has been raised with the contractor and a meeting is to be scheduled between NTC Officer and the contractor to discuss the maintenance undertaken this year and the way forward.

We are still awaiting a quote for the maintenance of rose garden in Victoria Park to be added to the contract.

We are also still awaiting a revised quote and schedule of works for the enhancements on the amenity areas which should have been carried out last year

Churchyard Maintenance

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

To receive a proposal for tree works / removal, Cllr Nelson to give an overview.

Louise Tunks

Amenities officer