

**AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 26<sup>ain</sup> GORFFENNAF 2021 am 7yh**  
**AGENDA FOR THE MEETING TO BE HELD ONLINE on 26<sup>th</sup> JULY 2021 at 7pm**

You are hereby summoned to attend an online meeting of Newport Town Council for the purpose of transacting the following business.

If a member of the public/press wishes to attend the online meeting, please email the Clerk on [npclerk@newport-pembs.co.uk](mailto:npclerk@newport-pembs.co.uk) by **22<sup>nd</sup> July**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion o'r cyfarfod gynhaliwyd ar 28<sup>ain</sup> Mehefin 2021 / Minutes of the meeting held on 28<sup>th</sup> June 2021**
- 4. Materion yn codi / Matters arising**
- 5. Cofnodion o'r cyfarfod anghyffredin a gynhaliwyd ar 21<sup>ain</sup> Mehefin 2021 / Minutes of the Extraordinary meeting held on 21<sup>st</sup> June 2021**
- 6. Materion yn codi / Matters arising**
- 7. Cofnodion o'r cyfarfod Cyllideb a chyllid a gynhaliwyd ar 13eg Gorffennaf 2021 / Minutes of the Budget & Finance meeting held on 13th July 2021**
- 8. Materion yn codi / Matters arising**
- 9. Adroddiad y Cadeirydd / Chair's report**
- 10. Dogfennau ar gael ar y wefan / Document availability on website**
- 11. Diweddariad ar y cynnig o dan brydles Canolfan Croeso / Update on proposed under lease of Canolfan Croeso**
- 12. Adroddiadau Adferiad dan Arweiniad Dinasyddion / Citizen Led Recovery reports**
- 13. Arolwg ac anghenion Tai / Housing and needs survey**
  - 13.1. Terms of reference for Housing and Needs Survey Working Group
  - 13.2. Newport Town council's contribution to the project cost, £2,300
- 14. Adroddiad arolygu ardal chwarae / Play area inspection report**
- 15. Adroddiad y gweithgor / Working group report**
  - 15.1. Grants and projects
  - 15.2. Traffic
  - 15.3. Christmas lights
- 16. Newport Paths Group**

- 16.1. Consider a request by Newport Paths Group that the Council apply to PCC for a licence to erect a new information board on a plinth on the south side of the entrance to Long Street Car Park (see email from Professor Richard Hughes, Chair of the Group, dated 12/07/21)
- 16.2. If the Council agrees to the request, to authorise the Chair (or other Councillor if the Chair is unavailable) to sign the application (such application having been circulated to councillors prior to the meeting)
- 16.3. Acknowledge the assurance by the Paths Group that the Group will instruct a licensed contractor to install the board and that the Group will be responsible for the cost of installation

## 17. Parc y Plant

- 17.1. Parc y Plant perimeters

## 18. Cysgod Parrog a prydles safbwynt / Parrog shelter and viewpoint lease

## 19. Paratoi adroddiad ar flaenoriaethau, gweithgareddau a chyflawniadau'r Cyngor gan ddechrau gyda 2021/22 / Prepare a report on the Council's priorities, activities and achievements, beginning with 2021/22

## 20. Diweddariad lloches Maes Ingli / Maes Ingli shelter update

## 21. Cynllunio ar gyfer yr amgylchedd / Plan for the environment

- 21.1. Land at Feidr Eglwys/Bentinck
- 21.2. Environment (Wales) Act 2016 Part 1 – Section 6
- 21.3. Tree inspections in Brynhyfryd cemetery

## 22. Marchnad stryd / Street market

## 23. Archwilio Cymru / Welsh Audit

## 24. Cyllid / Finance

### Arian a dderbyniwyd / Monies received:

Street market deposits £1,355.00

### Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m	£
Unit 3 rental (DD) p.m	£150 (vat £25)
Council Tax (DD) p.m	£155.00
Chess telephone (DD) p.m	£74.99 (vat £12.50)
Good energy (DD) p.m	£27.00 (down from £33)
United studios, GSuite mail box (DD) p.m	£12 (vat £2)
Cllr. Williams, Planning Aid Wales/OVW training (paid)	£50.00
Newport Bay Garden services, contracted work, 2 of 4 invoice	£1,690.00
J. Austin, Market Manager, 11 market dates from April to July	£990.00

- 24.1. Discuss and agree on reserve allocations
- 24.2. Victoria Gardens ownership and lease
- 24.3. Update on planning application on behalf of the playing field for a container on the playing field

## **25. Tudalen RAG / RAG sheet**

## **26. Cyfatebiad / Correspondence**

See attached list.

### **Dyddiad y cyfarfod nesaf / Date of next meeting**

## **SUPPORTING DOCUMENTS FOR AGENDA ITEMS**

### **Supporting notes for agenda item 13.1**

Draft

Housing and Needs Survey Working Group

Terms of Reference

To consist of Town Councillors

1. To liaise with the consultants throughout the survey to support them in their work.
2. To provide information to the consultants as required to enable them to fulfil the brief.
3. To arrange translation, publicity, printing and postage.
4. To ensure that the key stages of the project are achieved in a timely fashion.
5. To receive the final report.
6. To consider, and act on if appropriate and agreed by the Council, any recommendations made in the final report.

### **Explanatory Note for Agenda Item 16**

1. The Group has successfully applied for a grant to replace the information board at Parrog Car Park and to install a new board at the entrance to Long Street Car Park
2. An application for planning permission has been lodged for the new board at Long Street
3. A licence from PCC will be required for the Long Street board which will be erected on PCC land
4. To obtain a licence a number of conditions will have to be satisfied Two are particularly relevant A/ The board will have to be installed by a PCC licensed contractor. This is an unforeseen cost as it had been hoped that the installation would be carried out by volunteers. B/ PCC require public liability insurance of £6m. The Group have cover for £5m. The additional premium is estimated at £300 approx. This would be an annual expense and cannot be afforded by the Group

5. The Group requests that the Council applies for the licence on the basis that A/ The application will be drafted by Professor Hughes and circulated to councillors before the meeting B/ Professor Hughes will (following the grant of the licence) instruct a licensed contractor and arrange for installation of the board C/The Group will be responsible for the cost of installation
6. The Council has public liability insurance of £10m. I will check this is correct before any work starts
7. I support the application, and would be happy to liaise with the Group in my capacity as the Council representative on the Committee of the Group John Griffiths

### **Explanatory Note for Agenda Item 17**

1. It was agreed that the Council's property as shown on the attached land registry plan extended to the rear boundaries of Goldcrest Pafin Bach Cilsanws Edgerton Glandraeth
2. It was apparent that each of the above properties had created a pedestrian access across the Council's land to gain access to the public footpath connecting Lower Saint Mary Street to Pen y Bont
3. It was apparent that each property was using (to a greater or lesser extent) the Council's land between the rear boundary and the footpath for shrubs plants plant pots etc
4. The nature of the pedestrian accesses and use of land can be seen on the attached photographs The photos are taken from west to east. The first photo is of Goldcrest and the last of Glangwendraeth
5. It is not known when the pedestrian accesses were created nor when the use of the land began
6. The hedge between the footpath and the playing field will require maintenance in the autumn. There are some mature trees in the hedge (including one birch and one oak) which should be retained Recommended next steps for the Council
7. Write to each house owner/occupier to the effect that: The Council has recently carried out an inspection of Parc y Plant It is apparent that a pedestrian access has been created across the Council's land between the property and the public footpath and also use was being made of the Council's land for the planting of shrubs and similar purposes The situation does not appear to be documented The Council would like to put matters on a proper footing.
8. To progress matters: A) When was the access created? B) When did the use of the land begin? C) Do you have any documentation relating to these matters which would assist
9. Instruct tree surgeon in the autumn

**Supporting document for Agenda item 21.2**

**Environment (Wales) Act 2016 Part 1 – Section 6**

**The Biodiversity and Resilience of Ecosystems Duty**

**Report 2019**

Name of Public Authority: **Newport (Pembs) Town Council**

**Introduction and Context**

Newport (Pembs)Town Council provide a range of services to its local community which have an impact on biodiversity. These include:

- The establishing of a Bee friendly scheme at Brynhyfryd Cemetery.
- Providing local gardening clubs with Bee friendly wildflower seeds from Kew Gardens.
- Promoting a SWEPT (Surveying Waterways for Environmental Pollution Threats) project for the river Nevern.
- Promoting a “kick sampling” survey of the river Nevern.
- Organising a river litter pick up.
- Encouraging a tree planting project, to plant a tree for each person on the Census in the Newport Ward.
- Establishing Bumble Bee Boxes at the school, Library and Cemetery.
- Consideration of the “Long Forest Project”
- Consideration of setting up a “Citizens Science” project.
- Consideration of Sustainable Housing.
- Encouraging PCC to plant a bee friendly garden in front of the Old School.
- Considering ways of helping land owners to sustain and improve biodiversity. Meadows, woodland and waterways.
- Consideration of ecological issues in future place plans.

We promote sustainability and biodiversity by pursuing sustainability goals and sustainable practices whenever possible. We serve approximately 1,161 residents. The precept for 2019-20 is £27,600

Action carried out to:		Monitored by:
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<p>-embed biodiversity into decision making &amp; procurement</p>	<ul style="list-style-type: none"> <li>• We have established a Newport Draft Action Plan (Environment) review date 26<sup>th</sup> March 2019. The Action Plan currently states some 29 objectives “To Conserve, enhance and sustain Newport and its area.”</li> <li>• GD24 – Environmental Policy. Detailed policy document.</li> </ul>	<p>Newport Town Council and Newport Forum.</p> <p>Newport Town Council</p>
<p>-raise awareness of biodiversity &amp; its importance</p>	<ul style="list-style-type: none"> <li>• Organised talks by Cilgwyn Gardening Club focusing on Bees and invasive species monitoring.</li> <li>• Stalls at Newport Memorial Hall providing information on biodiversity, the Bee friendly project and Meadows.</li> <li>• Encouraging the Seed Swap events in the community</li> </ul>	<p>Cilgwyn Gardening Club Public Feedback</p> <p>Number of people taking part.</p>
<p>-safeguard principal species and habitats</p>	<ul style="list-style-type: none"> <li>• Ensured no negative impacts on protected species.</li> <li>• The planting of 5 apple trees and one cherry tree in Parc Y Plant.</li> <li>• Worked with “Plastic Free Newport” to help with Beach cleaning.</li> </ul>	<p>Comparing to baseline information once established.</p>
<p>-restore &amp; create habitats and resilient ecological networks</p>	<ul style="list-style-type: none"> <li>• Established the first Bee Friendly Town in Wales.</li> <li>• The creation of a wild flower meadow in the cemetery.</li> <li>• Changing the mowing regime by reducing the frequency of cuts and the removal of the grass cuttings to encourage wildflowers and other pollinator friendly plants.</li> </ul>	<p>Inspection of the locations in conjunction with PCNPA bio-diversity officer.</p>

	<ul style="list-style-type: none"> <li>• Changing the hedge/grass profile to provide cover for small mammals and reptiles.</li> <li>• Provision of Bumble Bee boxes at the School, Library and Cemetery to provide habitat for Bees and insects.</li> <li>• Representation of NTC on PAVS group submitting Pembrokeshire wide New Horizons Application.</li> </ul>	
<p>-tackle negative factors: for e.g. reduce pollution, use nature based solutions, address invasive species</p>	<ul style="list-style-type: none"> <li>• Purchase and use environmentally responsible products.</li> <li>• Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable.</li> <li>• Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.</li> <li>• Promote efficient use of materials and resources throughout our facilities including water, electricity, raw materials and other resources, particularly those that are non-renewable.</li> </ul>	<p>Review by Newport Town Council</p>
<p>-use, improve and share evidence</p>	<ul style="list-style-type: none"> <li>• Integrate the consideration of environmental concerns</li> </ul>	

	<p>and impacts into all our decision making activities.</p> <ul style="list-style-type: none"> <li>• Promote environmental awareness among our members and encourage them to work in an environmentally responsible manner.</li> <li>• Train, educate and inform our members about environmental issues.</li> </ul>	
<p>-support capacity, and/or other organisations</p>	<ul style="list-style-type: none"> <li>• Support the Newport Paths Group to keep local paths open to access the countryside.</li> <li>• Work with the Pembrokeshire Coast National Park Authority to promote biodiversity through a variety of projects.</li> <li>• Consult with the Pembrokeshire County Council Bio-diversity officer on Pembrokeshire issues such as pollinator pathways.</li> <li>• Consult with Natural Resources Wales and Pembrokeshire Marine SAC to deliver the SWEPT project.</li> <li>• Consult with the Rivers Trust to deliver the “kick sampling” survey.</li> <li>• Liaise with the Plastic free Newport group.</li> <li>• Liaise with PCNPA in monitoring and clearing INNS in the Clydach and Gwaun Valley. “Stich in Time” project.</li> </ul>	<p>Partnership reports.</p>
<p><b>Review of s6 duty.</b></p>		



- What has worked well?

The creation of a Bee-Friendly Town has had a positive effect on raising the profile of Newport taking a positive step to aid bio-diversity.

- What have the barriers been?

The lack of volunteers to drive projects possibly due to lack of direction.

- What will you change?

More engagement with the various authorities to deliver projects.  
Access of Enhancing Pembrokeshire funding to deliver projects.

- How and when will the s6 duty be monitored and the s6 plan reviewed?

The duty will be monitored through individual councillors reporting to the council on the success or otherwise of the actions taken on a monthly basis.

The s6 plan will be reviewed in the light of these reports and any other evidence or information that is made available to the Council.

It is anticipated that the plan will be reviewed in the next six months.

It is anticipated that the “Newport Draft Action Plan (ENVIRONMENT) 26<sup>TH</sup> March 2019” will be reviewed in the next six months.

It is anticipated that the GD24 Newport Town Council “Environmental Policy will be reviewed in the next six months.

Dated 3rd December 2019

Newport Town Council Action Log - 1st July 2021						
No.		Objective	Action	By Whom	By When	Status
6	26/06/17	Create a Health and Safety file for Newport Town Council	Keep on Agenda. Ongoing, Cllrs. Harries and Griffiths. This is a priority.	JG & PH	26.07.21	R
7	26/06/17	Investigate the provision of an information board commemorating the "OLINE"	Cllr. Harries to formulate a plan. Paul met Essex Havard yesterday, pleased its still on our radar-he's trying to locate family of sailors family.	PH	26.07.21	A
15	26/06/17	Bench plaques and policy	Cllr. Harries to look at policy and map of benches located in Newport. Cllr. Varney suggested having one bench with many plaques on it.	PH/JG	26.07.21	A
24	23/10/17	Shelter on Parrog	JG has heard from the Barony's solicitor-they wish to charge £200 per year, for NTC to pay half their legal fees, to insure the area. JG has written to solicitor to let them know that NTC do not want the sea wall responsibility. Clerk sent another email.	RC/JG	26.07.21	A
27	23/10/17	Archive Council Material	Investigate what needs archiving and report. MP to invite Claire Ore from PCC to come and talk. Clerk to ring.	Clerk	26.07.21	A
30	30.01.18	Draft procedure for purchase of grave	Cllr. Davies has updated the paperwork. Memorials should be strength tested. Falln gravestone has been restored. Child burials are free in Pems.	PD	26.07.21	A
36	21.05.18	Welsh names	PCNPA have confirmed they will make and pay for the signs in the new year. NTC will be responsible for the upkeep of these signs. Planning needed, put on agenda. PH to dig out letter from Kate Attrill. A website link was sent around. Can a sub group be formed to take this on?	PH	26.07.21	A
40	27.01.20	Place plan	Meeting to be arranged with PCNPA to discuss. Tender awarded to successful candidate. Will start work when restrictions allow.	JW/JG	26.07.21	A
42	27.01.20	New website update	New Covid temporary website up and running. Jano updating docs to go onto the permanent website. Meeting happening on 26th January. JW looking at cost of 'Have your say' page. New website is ready to load up. Jano to send edited docs to them.	JW	26.07.21	A
45	27.01.20	Blue plaque on building	Finalise decision and financing. PH awaiting responses.		26.07.21	A
49	27.01.20	Pamphlet for street market	Clerk waiting for Welsh leaflet from Soo. NTC have agreed to pay for the leaflets	Clerk	26.07.21	A
51	20.10.20	Cemetery governance documents	Cllr. Davies to sort these	PD	26.07.21	A
			Picture received. NTC approved Brynhyfryd cemetery bench request from Gareth Roberts. He has sent			

52	20.10.20	Brynhyfryd Bench request	Picture received. NTC approved Brynhyfryd cemetery bench request from Gareth Roberts. He has sent pics of the bench, everyone happy with the design, Paddy proposed, Adrian 2nd. Concerns re wooden legs rotting in the ground. Adiran to contact Cris Tomos for advice. Jano will investigate alternatives	PH	26.07.21	A
55	24.11.20	Y Pantri Licence	Cost of insurance for Forum too high.		26.07.21	A
57	19.01.21	Maes Inqli sheltered accommodation	Have your say on PCC website. The consultation period has ended, waiting results.		26.07.21	A
58	25.01.21	Mary Farmhouse kitchen land	Paul- as County Cllr wrote to Cris Tomos, Bob Kilminster, Helen Baikie-Mcloud. The agent may develop this site themselves. Update from Cris Tomos who is going to ask the owner what they intend doing with the site and what the overage clause is at PCC.		26.07.21	A
59	16.02.21	Election costs	Waiting for costs from PCC.		26.07.21	A

## Correspondence list – Agenda item 26

### Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 26<sup>ain</sup> Gorffennaf 2021

### Newport Town Council Correspondence for online meeting held on 26<sup>th</sup> July 2021

#### E-byst / E-mails

#### 1. Cynllunio a thai/ Planning and housing

1. Email from Secretary of North Pembrokeshire Trade and Tourism re interactive information screen for visitors, forwarded to all (05.07.21)
2. Email from PCC re Maes Inqli solar panel system, forwarded to all (08.07.21)
3. Email from Cllr. Griffiths to PCNPA re Castle Hill Fields enforcement matter (19.07.21)

#### 2. Uned 3 / Unit 3

#### 3. Canolfan Croeso

#### 4. Gwefan a Materion TG / Website and IT issues

#### 5. Cyllid / Finance

#### 6. Un Llais Cymru/ Cymdeithas Clercod Cyngorau Lleol/ Llywodraeth Cymru

#### One Voice Wales /Society of Local Councils and Clerks/Welsh Government

1. Email re response from the Welsh Government to Simon Brooks' report on the effect of second homes on communities, forwarded to all (13.07.21)
2. Email from OVW re One Voice Wales' Innovative Practice Conference 22nd September 2021, forwarded to all (20.07.21)

## **7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro**

### **Pembrokeshire County Council / Pembrokeshire Coast National Park Authority**

1. Email from PCC re Maes Ingli survey results, forwarded to all (30.06.21)
2. Email from PCC re consultation on proposals around amending the level of provision of Waste and recycling centres, forwarded to all (12.07.21)
3. Email from Newport Paths Group re New Information Board Long St Car Park, forwarded to all (13.07.21)
4. Email from PCNPA re Sustainable Development Fund Application, forwarded to all (15.07.21)

## **8. Materion cyffredinol Cyngor y dre / General Town Council issues**

1. Email re Adroddiad CLEAN - volunteer-led River Nyfer survey project, forwarded to all (24.06.21)
2. Email from MOP re rubbish outside house on Upper Bridge St, forwarded to all (01.07.21)
3. Response received from OS regarding maps for the Biodiversity officer, forwarded to all (07.06.21)

## **9. Mynwent / Cemetery**

1. Email from MOP re chair to be placed in cemetery, forwarded to all (01.07.21)
2. Email from Mike Higgins, PCNPA regarding tree inspections, forwarded to all (06.07.21)

## **10. Ysgol/ Chwarae/ Gohebiaeth plant / School/Play/Children correspondence**

## **11. Cau ffyrdd/Asiantaeth cefnffyrdd/ Materion ffyrdd**

### **Road closures/Road Trunk Agency/Road issues**

1. Email from Newport Forum traffic working group re draft response letter to Welsh Gov, forwarded to all (24.06.21)

## **12. Marchnad stryd / Street Market**

## **LLYTHRENNAU YN DOD MEWN AC ALLAN/GOHEBIAETH INCOMING AND OUTGOING LETTERS/CORRESPONDENCE**

Correspondence in red highlighted by the Clerk.