

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

Uned 3, Yr Hen Ysgol, Heol Isaf Sant Mair, Trefdraeth, Sir Benfro. SA42 0TS
Unit 3, The Old School, Lower St Mary St, Newport, Pembrokeshire SA42 0TS
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AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 26^{ain} CHWEFROR 2024 am 7yh
AGENDA FOR THE MEETING TO BE HELD ONLINE on 26th FEBRUARY 2024 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 meeting online, please email the Clerk on npclerk@newport-pembs.co.uk by **22nd February**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 29^{ain} Ionawr 2024 / Draft minutes of the meeting held on 29th January 2024**
- 4. Materion yn codi / Matters arising**
- 5. Adroddiad y Cadeirydd / Chair's report**
- 6. Adroddiadau/penderfyniadau pwyllgorau cyngori / Advisory committee reports/decisions**
 - 6.1. Community Needs, Assets, Projects and Grants – **Appendix 1**
 - 6.2. Traffic - **Appendix 2**
 - 6.3. Street market – **Appendix 3**
 - 6.4. Housing survey
 - 6.5. Priorities, Environment and Climate task and finish
- 7. Canolfan Croeso**
 - 7.1. Leaking solar panels
 - 7.2. Boiler repairs
- 8. Toiledau cyhoeddus / Public toilets**
- 9. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**
- 10. Dogfennau llywodraethu / Governance documents**
 - 10.1. GD13 - Standing orders
 - 10.2. GD16 - Cemetery policy
- 11. Tir Parrog land**
- 12. Dŵr Cymru**
 - 12.1. Arrangements for public meeting

13. Cyllid / Finance

Arian a dderbyniwyd / Monies received:

Street market deposits	£.....
Newport Moorings, land registry documents	£14.00

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m.	£814.84
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£166.00
Plusnet, Telephone (DD) p.m.	£38.65 (vat £6.44) up from £32.14
Good energy (electric) (DD) p.m.	£27.00
Google workspace	£6.00
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)
L. Balchin, reimbursement of replacement parts for the Maes Ingli sheltered accommodation defibrillator	£483.54
Newport Bay Tree & Garden services (invoice 4 of 4)	£1,856.25
Wicksteed, 15 caps for children's play area	£25.02 (vat £4.17)
Red Kite solicitors, Professional fees for work on the underlease to Newport Information Centre	£1,164.36 (vat £194.06)
Planning Aid Wales, Cllr. Bayes training	£40.00

13.1. Financial appeals

- a) Newport Seniors Citizens Welfare Association
- b) Breton Twinning Association
- c) Marie Curie Cymru
- d) Pembrokeshire Coast Charitable Trust
- e) Paul Sartori hospice at home
- f) Kids Cancer Charity, Swansea
- g) British Heart Foundation
- h) Mencap
- i) Eisteddfod yr Urdd
- j) Noah's Ark children's hospital charity
- k) Pembrokeshire Pride
- l) Cerebral Palsy Cymru
- m) SSAFA, the Armed Forces charity
- n) Pembrokeshire Young Farmers Clubs
- o) Macmillan Cancer Support
- p) Llangollen International Musical Eisteddfod

13.2. Town Clerk's annual leave agreement

13.3. Wicksteed play area equipment

13.4. Christmas lights

13.5. Telephone contract changeover from PlusNet to BT

13.6. Unit 3 insulation

13.7. Letter of engagement from internal auditor

14. Cais am blac ar adeilad i goffau Canolfan Eco Gorllewin Cymru / Request for plaque on building to commemorate West Wales Eco Centre

15. Grant Gwella Sir Benfro / Enhancing Pembrokeshire grant process

16. Tudalen RAG / RAG sheet – **Appendix 4**

17. Materion i adrodd arnynt / Matters to report

- 17.1. Proposed underlease to Newport Information Centre
- 17.2. Grant lease of library
- 17.3. Castle bus shelter
- 17.4. New bank signatory
- 17.5. Victoria gardens ownership
- 17.6. Hybrid meetings
- 17.7. Time capsule video
- 17.8. Parc y Plant – Fields in Trust event
- 17.9. Newport sands parking
- 17.10. CWBR youth – **Appendix 5**

18. Cyfatebiad / Correspondence – **Appendix 6**

See attached list

Dyddiad y cyfarfod nesaf / Date of next meeting

APPENDIX

Appendix 1

DRAFT Minutes of Newport Town Council Community Needs, Assets, Grants and Projects Advisory Group (CNAGPAG) Thursday 15th February 2024 7pm via Zoom

Actions in red

Present: Town Councillors: Ros McGarry (Chairing); Sandra Bayes (Taking notes); Morgan Lewis; Elaine Lloyd.
MOPs: Paddy Davies

Apologies: Town Councillors: Paul Harries; Jon Letten
MOPs: Nia Siggins; Lowri Evans

Declarations of interest: None

1. Draft minutes of the meeting held on the 18th January. Proposed to be a correct record by Elaine, seconded by Morgan; all agreed
Matters Arising.
 - 1.1. Public meeting to set up a Community Land Trust. Casey at Cwmpas had been given 3 possible dates, which were now either past or too soon. Sandra said that she thought the purpose of this was to establish what work was needed before a public meeting. **Action Ros to contact Lowri to agree a new date with Casey.**
 - 1.2. Putting the Town Council's Eol for the Rectory on the Town Council website to inform the public of the work by the Town Council Ros had sent the statement to Lowri, but this had not yet gone to John Griffiths for his advice before this is done. **Action Lowri, please**
 - 1.3. Place Plan Ros reported that the possibility of taking a Place Plan forward is now on the Housing T&FG agenda

- 1.4. Letter of thanks from the Town Council for help given in seeking to acquire the Rectory to Cwmpas, County Councillor Jon Harvey, Gaynor Toft PCC Head of Housing and Public Protection, and Julian Brewer. Draft sent to Lowri by Ros. **Action Lowri, please**
- 1.5. Open Reach Building We have heard that there are no immediate plans to dispose of the building. **Action: Lowri, please reply that we would wish to be notified before this happens.**
2. Email from Casey (Cwmpas) regarding the purchaser of the Rectory.
Casey had asked whether the Town Council would wish Cwmpas to find out who has purchased the Rectory. The purpose would be so that the Town Council could consider whether to approach the new owner to enquire whether they have any interest in helping to meet community needs on the site. Paddy wondered if there might be an issue as the Town Council is a planning consultee. **Action: Ros to request that this be put on the Town Council's agenda for discussion.**
3. Response to draft EoI for Bethlehem and request for time.
The Agent had written to say that to comply with Charity law they were obliged to put the property up for auction for transparency. Our reading is that they are obliged only to get the best price. Paddy said that the proceeds of sale could only be used for charitable purposes. Ros expressed extreme disappointment with the situation. After discussion about possibilities for further action, **it was decided to do no more.**
4. Mary's Farmhouse land. It was not known whether Lowri had written to Gaynor Toft to find out from Mary's Farmhouse if the land is on the market again, and if so, explore the possibility of the County Council acquiring this for 100% affordable housing. **Action: Ros to find out from Lowri if the thank you letter has been sent**
5. List of grants
A list has not yet been received from Nia. **Action: Paddy to send out information on People and Places and the Community Ownership Fund**
6. Yr Hen Ysgol and Youth Hostel
Action: It was proposed by Ros and seconded by Elaine that we recommend to the Town Council to open up discussions with Pembrokeshire County Council about possible acquisition of the Old School and Youth Hostel. Action: Lowri please put this on the Agenda for the Town Council meeting

SB/17/02/24

Appendix 2

From: Hatchett, Jessica <Jessica.Hatchett@pembrokeshire.gov.uk>
Sent: 12 February 2024 11:39
To: Newport Town Council Clerk <npcclerk@newport-pembs.co.uk>; Lewis, Emma (Access Officer) <Emma.Lewis@pembrokeshire.gov.uk>
Cc: Paul Harries <paulharries@mail.com>; Morgan Lewis <morganjlcouncil@gmail.com>
Subject: RE: Disability access throughout Newport
Importance: High

Dear all,

I'd like to thank you for the below email on Thursday, which identified the following disability access issues in Newport. Please allow me to address each issue you listed below, as I see it so far.

- **Wheelchair access - Parrog Road to Maes Ingli footpath** – This is classed as an urban footpath and has had the bollard in place since at least 2009, where it can be seen on Google Maps. I have contacted other officers within the Highways department to find out why the bollard was put in place, but don't currently have an answer.

- **Wheelchair access in the vicinity of the Chemist and Elements on Market Street** – The pavement/walls here appear to be private property. The simplest way to improve wheelchair access would be to demolish the walls, but the owners may not want to do this. There is a ramp at the Pharmacy entrance and a lowered kerb nearby.
- **Access issue with steps by Post Office** – The Post Office is private property. Any issues with the steps would need addressing by the building owners. There is a crossing nearby and this has red tactile paving, as appropriate.
- **Wheelchair access Parrog Yard development on Parrog Road** – These were properties built by Wales & West Housing in 2019, and as such, the land has not been adopted by Pembrokeshire County Council yet. This means the pavements shown on film would need dropped kerbs with appropriate tactile paving put in by Wales & West Housing. We can only carry out this work on adopted roads. Any queries about adoption should be addressed to Highways Adoption via highwaysadoption@pembrokeshire.gov.uk.

I'm happy to assist in any way I can, but I am unable to help at present beyond the advice given. I have copied my colleague Emma Lewis into this email so that she is aware of the discussions. Can I please ask that in future you email accessofficer@pembrokeshire.gov.uk so that we both see it?

Please note that after 3pm today I will be on leave for the rest of the week and back next Monday (19th February). Thank you.

Kind regards/Cofion cynnes,

Jessica

Jessica Hatchett
Access Officer | Swyddog Mynediad

Appendix 3

From: Morris, Kelly <Kelly.Morris@pembrokeshire.gov.uk>
Sent: 12 February 2024 10:46
To: Newport Town Council Clerk <npclerk@newport-pembs.co.uk>
Cc: Owen, Marc <Marc.Owen@pembrokeshire.gov.uk>; Morgan, Peter <Peter.Morgan@pembrokeshire.gov.uk>
Subject: RE: Newport Town Council Street market temporary road closure application

Good Morning Lowri

I'm all good thank you, hope you are too.

Our Streetcare Manager Marc Owen has indicated that the road closure signage needs to be improved for these weekly markets, so I would be grateful if you could look into this and provide us with your proposed Traffic Management plans moving forward. Our sign unit in Fishguard may be able to assist with manufacturing a-frame type Road closure signage if required, obviously at your cost.

Once your TM plan has been received we will be in a position to consult and if happy, carry out the legal process.

I look forward to hearing from you asap.

Regards

Kelly

Appendix 4

No.		Objective	Action	By Whom	By When	Status
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	26.02.24	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. Query received regarding replacement bench opposite Gwelfor, Clerk to reply back to thank him but cannot give permission as it is on Barony land.	PH/JG	26.02.24	A
24	23/10/17	Parrog shelter and viewpoint lease	Meeting was held with Cris Tomos and Moorings committee. A T&F group has been set up, this group met with the Barony's solicitor before Christmas	RC/JG	26.02.24	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? Clerk to nudge Paul about this. Huw murphy looking into this. Clerk to remind Huw.	PH	26.02.24	A

45		plaque on building	Lewis Hinds, PCC has got involved, PCC may be able to do it and pay for it		26.02.24	A
58	25.01.21	Mary Farmhouse kitchen land	Update received from Bluestone, they have not been successful in purchasing the plot of land.		26.02.24	A
63	20.06.22	Parc y Plant-Outdoor table tennis	Ongoing. There is one in Fishguard. Indoor table tennis club in Newport. Cllr. Bayes to contact them.		26.02.24	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Ongoing		26.02.24	A
66	20.06.22	Parc y Plant-Consider an appropriate response to Tim Pettifer and Stephen Harris regarding their use of the land at the rear of their respective properties	Ongoing		26.02.24	A
67	20.06.22	Parc y Plant-Identify location for Fields in trust plaque	Ros and Morgna have met to start organising the event. Clerk to invite the Mayor, school and community groups. Need to cost the event, Jon Letten will help as well.		26.02.24	A
69	20.06.22	Maes Ingli Sheltered Accommodation	Clerk trying to arrange a meeting so that the designs can be seen.		26.02.24	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	3 letters received from Kelly Jordan at Dwr Cymru. There has been a spill for 30 days.		26.02.24	A
73	20.06.22	Victoria Gardens ownership and lease	PCC have confirmed they have ownership although the land is unregistered. Clerk to chase.		26.02.24	A
74	20.06.22	Adopting the Informal Resolution Protocol	Cllrs. Lloyd, Letten and Morgan Lewis have met and JL will circulate the notes. This to go on June 2023 agenda - will have to go on September agenda.		26.02.24	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		26.02.24	A
80	30.11.22	Reporting back from school governors report	Annual meeting this Wednesday.	RM	26.02.24	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		26.02.24	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	No one attended this meeting.		26.02.24	A
83	27.01.23	Enhancing Pembrokeshire application – Children’s play area	Clerk waiting for new criteria.		26.02.24	A
84	27.02.23	Moorings	The Moorings committee have raised a few queries regarding Parrog land registry docs. Cllr. Griffiths will draft a response.		26.02.24	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer	Put on Budget and finance agenda.		26.02.24	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors. Clerk to send part 2		26.02.24	A
87	25.04.23	CWBR Youth	Letters have been sent to community groups.		26.02.24	A
88	07.06.23	Preseli Cares report	Meeting on 14th August.		26.02.24	A
89	28.09.23	Black bins in Unit 3	Morgan to look into their disposal		26.02.24	A
90	29.11.23	Zero Hour, Climate and Ecology bill motion	Clerk to do this		26.02.24	A
91	02.01.24	Info centre garden plan	The garden has been cleared.		26.02.24	A

Appendix 5

Draft Notes of meeting to discuss Newport local youth involvement and CWBR youth held on Zoom 26/01/24

Present: Cllr S Bayes, Cllr. P Harries and Tom Moses (PLANED and CWBR Youth)

Agenda

1. Consider notes from meeting 10/11/23.
2. Letters sent to all groups confirmed by Lowri 18th Jan 2024. I think the letters were sent early December.
3. Responses
 - Boat Club 9/01/24
 - School various suggesting 9-11 age group.
 - Housing officer sent letter on to Natalie Badham who has responded.
 - Surf Club and Memorial hall are considering the letter.
4. Tom follow up calls – Report
5. Next steps.

Item 1 - Notes of the meeting on the 10th Nov 2023 were read.

Item 2 -Communication from NTC Clerk to groups were discussed.

Item 3 -Responses received by NTC noted.

Tom has met with the Head Teacher Enfys and has had a positive response. She is eager to engage with the community.

Tom is arranging a visit to the School on the 6th February to hold a session about Community, Environment, Democracy and Youth Voice.

This group recommends that Cllrs. Ros McGarry and Sandra Bayes attend.

The Clerk to write to Tom and Enfys to confirm.

Item 4 – Responses rec'd by Tom and follow up communications see attached.

We recommend that the Boat Club (between 15:30 and 19:30) should be the venue for the Youth Engagement event.

Newport Town Council Clerk to book the Boat Club and to send out invitations to the groups.

Tom to provide the wording/poster for the invitation.

Appendix 6

Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 26^{ain} Chwefror 2024 Newport Town Council Correspondence for online meeting held on 26th February 2024

1. Cynllunio a thai/ Planning and housing

2. Uned 3 / Unit 3

1. Email from Ben Gabel re maintenance repairs, forwarded to all (08.02.24)

3. Materion amgylchedd a lles / Environment matters and wellbeing

1. Email from C. Croeso re Encouraging the use of green energy, forwarded to all (30.01.24)

2. Email from J. Shipton re Future of PP72/37 Newport path, forwarded to councillors (01.02.24)
3. Email from North Wales Wildlife Trust re Pledge to go pesticide free at home, forwarded to councillors and NAEG (01.02.24)
4. Clerk email regarding an Environmental Information Request (08.02.24)
5. Email from Clerk to Jessica Hatchett, PCC re Disability access throughout Newport (08.02.24)
6. Emailed from Clerk to Cwm Arian congratulating them on developing their project (08.02.24)
7. Email from OVW re Bee friendly status scheme and 2 information meeting son 19th & 20th March, forwarded to councillors (20.02.24)
8. Email from Chamber of trade re improving some of the less picturesque areas of the town and brightening things up in some places, purchasing planters, forwarded to councillors (20.02.24)
9. Email from Nevern community councillor to County Cllr. Mike James re dog fouling, forwarded to all (20.02.24)

4. Gwefan a Materion TG / Website and IT issues

5. Cyllid / Finance

1. Email from County Cllr. Huw Murphy re Newport Youth Club, forwarded to all (20.02.24)

6. Un Llais Cymru/ Cymdeithas Clercod Cyngorau Lleol/ Llywodraeth Cymru One Voice Wales /Society of Local Councils and Clerks/Welsh Government

7. Cyngor Sir Benfro / Awdurdod Parc Cenedlaethol Arfordirol Penfro Pembrokeshire County Council / Pembrokeshire Coast National Park Authority

1. Email from Real Seeds company re old school repairs (01.02.24)
2. Email form Clerk to YHA regarding future use, response received and forwarded to councillors (20.02.24)

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

1. Email from Cwmpas re the Rectory, asking whether the council want them to do some digging to find out the preferred bidder, and contact them to discuss whether there was an opportunity to work together on a project (02.02.24)
2. Email enquiry to BT Openreach building, West St (06.02.24)
3. Email from Memorial Hall re free stall at Newport community road show on 1st March, forwarded to all (20.02.24)

9. Mynwent / Cemetery

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

11. Cau ffyrdd/Asiantaeth cefnffyrdd/ Materion ffyrdd / Road closures/Road Trunk Agency/Road matters

1. Email from Clerk to Carwyn Phillips, PSO regarding parking on West Street (08.02.24)

12. Marchnad stryd / Street Market