

**AGENDA AM CYFARFOD I'W GYNNAL AR-LEIN ar 28<sup>ain</sup> MAI 2024 am 7yh**  
**AGENDA FOR THE MEETING TO BE HELD ONLINE on 28<sup>th</sup> MAY 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](mailto:npclerk@newport-pembs.co.uk) by **24<sup>th</sup> May**.

- 1. Ymddiheuriadau am absenoldeb / Apologies for absence**
- 2. Datganiad o ddiddordeb / Declarations of Interest**
- 3. Cofnodion drafft o'r cyfarfod gynhaliwyd ar 29<sup>ain</sup> Ebrill 2024 / Draft minutes of the meeting held on 29<sup>th</sup> April 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 – See Appendix 1**
  - 6.2. Traffic – See Appendix 2**
  - 6.3. Street market**
  - 6.4. Housing survey - See Appendix 3**
  - 6.5. Priorities, Environment and Climate task and finish – See Appendix 4**
- 7. Canolfan Croeso**
- 8. Toiledau cyhoeddus / Public toilets – See Appendix 5**
- 9. Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development**
- 10. Dogfennau llywodraethu / Governance documents**
  - 10.1. GD04 - Complaints procedure**
  - 10.2. GDF05 - Information and Data Protection Policy**
  - 10.3. GD23 - Social media policy**
  - 10.4. GD14 – Financial regulations**
- 11. Ystyried gwahardd y cyhoedd o'r cyfarfod ar gyfer yr eitem ganlynol o fusnes: / To Consider excluding the public from the meeting for the following item of business:**
  - 11.1. Parrog land**
- 12. Dŵr Cymru**

### 13. Archwiliad Blynyddol Cymru / Annual Audit Wales

### 14. Cyllid / Finance

#### Arian a dderbyniwyd / Monies received:

Street market deposits	£1,265.00
1 <sup>st</sup> PCC precept payment	£11,042.00

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

Town Clerk Pay (SO) p.m.	£1,042.18
Nest, Clerk and council pension payments	£38.52
Unit 3 rental (DD) p.m.	£150 (vat £25)
Council Tax (DD) p.m.	£174.00
Plusnet, Telephone (DD) p.m.	£38.65 (vat £6.44) <b>up from £32.14</b>
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)
Zoom renewal subscription	£129.90
Norton subscription renewal	£49.99
Newport Memorial Hall, hall booking for public CLT meeting	£22.00
PCC, SLA agreement, children's play area annual inspection	£641.00
Laminator (£16.99) and laminating sheets (£9.49)	£26.48
Cllr. R. McGarry, payments for refreshments for Parc y Plant Fields in trust event	£57.05
J. Austin, Market Manager hours	£1,370.00

- 14.1. Town Clerk's job description and contract of employment
- 14.2. Wicksteed play area equipment
- 14.3. Christmas lights
- 14.4. Telephone contract changeover from PlusNet to BT
- 14.5. Unit 3 insulation
- 14.6. Trade waste agreement

### 15. Arolygiad blynyddol maes chwarae plant / Children's play area annual inspection

### 16. Ymgysylltiad ieuencid / Youth engagement

### 17. Blac ar adeilad i goffau Canolfan Eco Gorllewin Cymru / Plaque on building to commemorate West Wales Eco Centre

### 18. Tudalen RAG / RAG sheet – **See Appendix 6**

### 19. Materion i adrodd arnynt / Matters to report

- 19.1. Proposed underlease to Newport Information Centre
- 19.2. Grant lease of library
- 19.3. Website update
- 19.4. New bank signatory
- 19.5. Victoria gardens ownership

- 19.6. Hybrid meetings
- 19.7. Time capsule video
- 19.8. Parc y plant footpath from the car park

## 20. Cyfatebiad / Correspondence – See Appendix 7

See attached list

## Dyddiad y cyfarfod nesaf / Date of next meeting

# APPENDIX

## Appendix 1 – Community asset notes

### Draft Notes Community Needs, Assets, Grants and Projects Advisory Group 23/04/24

1. Present : Elaine, Sandra, Paddy, Nia, Ros, Claire (Cwmpas) Apologies: Paul, Lowri, Morgan
2. Declarations of interest:None
3. Draft minutes of the meeting held on the 14th March: Agreed with the replacement of 'to' from 'and' on item 7.
4. Matters arising:None
5. Community Land Trust (CLT)-Cwmpas

Claire (Cwmpas) recommended that a steering group of 5-6 members, maybe 7-8 of a mixture from the Town Council and the community. To invite specific expertise to set goals and a shared vision. To set up a legal entity to work with other bodies. Community Benefit Society is shares and loans, a Community Benefit Society is investments by members only not shares.

CLT network-help fund-Cwmpas. Set of rules-template financial conduct society.

Directors-elected from membership-board

Advisory Committee

Sub groups for different aspects

Recommendation to the board

Clear role descriptions

Code of Conduct

Costs of setting up CLT-£800-£1000 (reg fee), possibly funded by Cwmpas.

Newport prevalence of second homes probably favored for funding-Welsh culture and language.

Jonathan(Cwmpas) can help negotiate on land that becomes available for community use. Gower Community Land Trust did a land registry search of farm land and then approached the farmers, resulting in planning being submitted on land owned by a local farmer. Housing Cooperative in Cardiff made an agreement with a landlord to purchase a house and to take it off the market for 6 months, in order for the negotiations to take place. It was asked if we had missed the boat in Newport with a Housing Association already looking at land. No, can work with the HA as has happened in Nolton and Roch working with ATEB.

It was asked what advantage was it to the HA to work with the council. It was advantageous as it fits with their values, exception sites, CLT funding, HA doesn't have the funds, local interest in land i.e. link to Newport as opposed to the whole county. It would provide the HA with a better opportunity to meet local needs.

It was asked how long it would take to set up-1 month to approve.

**Action: To ask Lowri to send the Housing and needs Survey to Claire, to agree on a date for a public meeting and arrange a meeting of the Assets Group to prepare for the meeting.**

Business Plan was needed by Nolton and Roach when land was acquired from PCC. Needed when starting to look for finance, investment and viable options for shares.

**Action: Paddy and Nia to see if there is a grant to fund a public meeting or costs of setting up CLT if not funded by Cwmpas.**

50% AH/50% OM in the National Park, but if funded by a CLT could be 100% AH if it was an exception site.

Post meeting information from Claire:

“You may recall that the most common legal forms for a Community Land Trust are a Community Benefit Society or a Community Interest Company. Around 75% of CLTs choose to be Community Benefit Society which are registered with the Financial Conduct Authority. We can assist with registering a legal entity and often do so with the additional support of the National Community Land Trust network. They have legal documents we can use for registration that are approved by the regulators although we can still amend parts of these to fit your specific circumstances.”

6 Mary's Farmhouse land

Noted that a Housing Association is looking into the land.

7 List of grants

Ongoing with Paddy and Nia.

## 8. Yr Hen Ysgol

Lowri has sent a letter to PCC inquiring into the possibility of the TC acquiring the building by a CAT if PCC decided to dispose of the building.

Draft RMc/ 06/05/2024

## **Appendix 2 – Traffic notes**

### **DRAFT Notes of Traffic Matters Advisory Committee held on line by Zoom on the 15<sup>th</sup> May 2024 at 7pm.**

**Present:** , Cllr Paul Harries, Cllr Sandra Bayes, Cllr Morgan Lewis, County Cllr. Huw Murphy, Lady Mary Hallinan (joined part way through the meeting).

Apologies: Cllr Letten and Gaynor Davies.

1. Cllr Paul Harries was elected as Note/Minute taker. All Agreed.

2. Minutes of the last meeting 4<sup>th</sup> March 2024 were discussed.

Item 5.2 corrected to read Cris **had** agreed....

Notes were proposed for accuracy by Cllr Paul Harries Seconded by Cllr Morgan Lewis – all agreed.

4.0 Actions and matters arising.

All actions listed were noted in addition

4<sup>th</sup> July e-mail from Cllr. Huw Murphy to various people at PCC regarding Traffic matters. Noted Huw will resend to Richard Brown. This was discussed and Huw to Action. Cllr Murphy to be reminded. Huw to recheck.

### **5.0 Correspondence since 4<sup>th</sup> March 2024.**

**5.1 E-mail from Cllr Morgan Lewis regarding CAD drawings compressed to a zip file sent 4<sup>th</sup> March 2024 at 21:38 – Sandra and Morgan to meet and discuss matter to be on next agenda.**

**5.2 Email from member of the public 5<sup>th</sup> March 2024. Appendix 1 Email to be sent to Huw to provide an answer. Contact details from Clerk.**

**5.3 Email to Cllr Huw Murphy re proposed actions sent 5<sup>th</sup> March 2024. - Noted**

- 5.4 Email from Cllr Huw Murphy to PCC personnel re traffic matters 25<sup>th</sup> March 2024 and reply from Marc Owen 27<sup>th</sup> March 2024. Appendix 2. Huw to write to Marc Owen requesting clarity on Active Travel items (RAG items 6,24,25,26,27 and 28) also confirm that sign includes Library and Canolfan Croeso,(20) location of sign and request a site meeting.
- 5.5 Email from Cllr Huw Murphy to Welsh Gov traffic matters. 25<sup>th</sup> March 2024. Appendix 3 Huw has not rec'd an answer from Welsh Gov he will chase with regard to Llwyngwair Path (1) Maeshelyg Path (2) also write to the AM and MP. 50mph limit Newport to Dinas (30) and Holmws bends (17) will also be chased by Huw.
- 5.6 Letter to Jessica Hatchet. Appendix 4 The committee were not sure that the letter had been sent, if not please send if it has please chase a reply – Clerk.
- 5.7 Reply from Sara Morris PCNPA 28<sup>th</sup> March 2024. Appendix 5 Sandra to draft a response.
- 5.8 Email from Chris Davies SWTRA re over run strips. Appendix 6 Sandra to draft a response a response to Carwyn PCSO re obstructions.
- 5.9 Various emails from Cllr Huw Murphy and Matt Cloud re opening the Parc y Plant footpath 3<sup>rd</sup> April 2024. This matter was considered not to be a traffic matter and referred back to Council.
- 5.10 Request changes to the 20mph limits in Pembrokeshire. Email from Cllr Huw Murphy rec'd 5<sup>th</sup> May 2024. Appendix 7 Recommend that NTC considers leaving the 20mph limit as it presently exists but to include Cilgwyn.

Note letter from residents re Llwyngwair path read and reply from Cllr. Huw Murphy – Noted.

6.0 Action Log. Updated.

#### **ACTIONS – Cllr Huw Murphy**

1. Review his email of the 4<sup>th</sup> July 2023 and to consider asking for a response.
2. Email from member of the public re Llwyngwair path and traffic speed-obtain contact details from Clerk.
3. Huw to obtain clarity re “Active Travel” item.

4. Confirm the site and content of the sign for Car park, Canolfan Croeso and Library.
5. Arrange site meeting with Marc Owen.
6. Huw to ask for response to his email to Welsh Gov re the Llwyngwair and Maeshelyg paths, 50mph limit Newport to Dinas and Holmws bends, also to write to the AM and MP.

#### Other Actions

1. Has the letter to Jessica Hatchet been sent if not please send if it has chase for a reply. **Clerk – Clerk emailed Jessica on 28<sup>th</sup> March and sent follow up email on 16<sup>th</sup> May.**
2. Parc y Plant footpath considered not a Traffic issue referred back to Council – **Clerk. Noted and put on correspondence list.**
3. 20mph speed limit this committee recommends to Council that they consider leaving the 20mph limit as it presently is but to include Cilgwyn. – **Clerk. Noted and put on correspondence list.**
4. **Sandra** to draft a response to Sarah Morris PCNPA.
5. **Sandra** to draft a response a response to Carwyn PCSO re obstructions.
6. **Sandra and Morgan** to meet and discuss CAD drawings.

Clerk's comments in **green** on 16<sup>th</sup> May 2024.

### Appendix 3 - Housing survey notes

#### Housing and Needs Task and Finish Group

Tuesday 30th April-7pm via Zoom

1. Present: Elaine, Ros. Jon, Morgan, Sandra, Paddy  
Apologies: Paul, Lowri
2. Declarations of Interest  
None
3. Draft notes 6th March  
Agreed
4. Matters arising
  - 4.1 Combination of notes from drop-in sessions-nearly complete Housing and Needs Survey recommendations.  
**Action: This group recommends that the TC writes to PCC and asks for a breakdown of the demographics of figures on the housing list for Newport. Ask for more detail of applicants on the housing list for Newport to tie in with the Housing and Needs Survey for Newport. Copy in Cllr Huw Murphy.**

4.2 Place Planning

Sandra said that it isn't that "the Town Council has no power, and this would need to be carried out by other bodies". It is however true that unlike in England, where a "Neighbourhood Plan" becomes part of the LDP, in Wales a Place Plan if it is compliant with the LDP, becomes Supplementary Planning Guidance (SPG) which is a material consideration in determining applications. Morgan confirmed that the Planning Aid Wales website states that Place Plans are usually carried out by community councils in Wales

Action: This group to ask the Town Council to proceed to draw up a Place Plan.

Action: Sandra to revise the statement on what is involved in doing so and the clerk to be asked to share this with the National Park and PCC in seeking their advice on and support in the way forward in the process.

Need a facilitator to manage a Place Plan. Apply for a grant for a facilitator. Ask for help from Planning Aid Wales and Cwmpas in carrying out a Place Plan.

It was suggested that The Wellbeing Action Plan, the Housing Needs Survey, the TC Priority List and the old Action Plan be amalgamated.

4.3 Wellbeing Project Implementer

Sandra suggested applying to Enhancing Pembrokeshire Small Grant (up to £15K) for a facilitator to help the Town Council work with the community to write Newport Place Plan. Paddy said that this could not be a modification of the draft application for a wellbeing project implementer which she had written, and would need to be produced by a Town Councillor

Action: Propose that the Town Council apply to Enhancing Pembrokeshire for a Newport Place Plan Facilitator.

Mary's Farmhouse Land

Lowri has emailed Gaynor Toft to ask what Housing Association is interested in this land. Recommendation to the TC that a CLT is created to develop the land for housing based on an identified need. Recommend that the TC asks PCC to allocate Mary's Farmhouse land for local needs housing.

RMc 03/05/24

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A Place Plan for Newport?

1. Starting discussion and consultation on developing a place plan for Newport has been on the Town Council's priorities list for some time. Action by the Council was spear-headed by the late Cllr Jano Williams as far back as 2021 and the first task that was then identified – to carry out a housing & needs survey - has since been completed. Cllr Williams began discussions with PCNPA which have not been continued.

2. Putting Place plans in Context



*The planning system manages the development and use of land in the public interest, prioritising long term collective benefit, contributing to improving the economic, social, environmental and cultural well-being of Wales. It must reconcile the needs of development and conservation, securing economy, efficiency and amenity in the use of land, ensuring the sustainable management of natural resources and protecting, promoting, conserving and enhancing the built and historic environment.*

*Planning Policy Wales (PPW) sets out the land use planning policies of the Welsh Government. It is supplemented by a series of Technical Advice Notes (TANs), Welsh Government Circulars, and policy clarification letters, which together with PPW provide the national planning policy framework for Wales*

*The primary objective of PPW is to ensure that the planning system contributes towards the delivery of sustainable development and improves the social, economic, environmental and cultural well-being of Wales, as required by the Planning (Wales) Act 2015, the Well-being of Future Generations (Wales) Act 2015 and other key legislation and resultant duties such as the Socio-economic Duty*

*“Sustainable Development” means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the well-being goals. Acting in accordance with the sustainable development principle means that a body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.*

*The planning system is the key mechanism for delivering **sustainable places**. It provides a critical mechanism where opportunities for long term benefit and integrated decision-making meet, allowing preventative and proactive solutions to be found.*

Up-to-date **development plans** are the basis of the planning system in Wales and set the context for rational, regional and local, and consistent decision making. **All levels of the development plan hierarchy must be prepared in accordance with national planning policies.**

*Development plans must show how places are expected to change to accommodate development needs over the plan period. They provide certainty for developers and the public about the type of development that will be permitted at a particular location.*

There are three types of **statutory development plans** -

**National Development Framework (Future Wales)** -concentrates on development and land use issues of national significance, indicating areas of major opportunities and change, highlighting areas that need protecting and enhancing and helping to co-ordinate the delivery of Welsh Government policies to maximise positive outcomes. PPW12 p9

**Strategic Development Plans** are prepared on a regional basis and should reflect functional areas, to address issues such as regional housing markets, travel to work patterns and economic opportunity areas PPW12 p9

**Local Development Plans** *should set out a vision for how places are expected to change in land-use terms to accommodate development needs over the plan period. This provides certainty for developers and the public about the type of development that will be permitted at a particular location. LDPs contain locally specific policies to explain or develop national policy further and to take forward local priorities for action*

*LDPs should have regard to the relevant local well-being plans and area statements which have been produced for the area. LDPs must be in general conformity with Future Wales and SDP PPW12 p10*

*Planning applications must be determined in accordance with adopted development plans, unless material considerations indicate otherwise.*

**Place Plans** are discretionary and non-statutory They **may** be prepared at the initiation of the local community and are a powerful tool to promote collaborative action to improve well-being and placemaking.

**Place Plans should support the delivery of LDP policies and are adopted as supplementary planning guidance.**

**The Development Plans Manual** provides guidance relating to the preparation and implementation of SDPs, LDPs and Place Plans.

Planning Authorities *“should work with their local communities to identify sites and buildings that can help deliver community benefits and which support the development plan, and where appropriate, place plan objectives”*  
PPW 12 p.72

Place Plans fit into the National Planning Framework by being in conformity with an LDP or future SDP or LDPL and will add detail to what already exists in these plans.

(Frustratingly, Wales never adopted the Localism Act which led to Neighbourhood Plans being introduced into the planning system in England.

<https://neighbourhoodplanning.org/> Neighbourhood planning is a way for communities to have a say in the future of the places where they live and work. It gives the power to produce a plan with real legal weight that directs development in a local area. It helps choose where a community wants new homes, shops and offices to be built; have a say on what those new buildings should look like; even grant planning permission for the new buildings that the community wants to see go ahead. Groups can get tailored advice, support and grants (a share of £45million between 2018 and 2024) to develop their Neighbourhood Plans. Such help is sparse for Place Planning in Wales

What is more, since the Localism Act, The Community Right to Bid (Assets of Community Value in legislation) is one of a raft of new initiatives introduced in England. This allows communities and parish councils to nominate buildings or land for listing by the local authority as an asset of community value. An asset can be listed if its principal use furthers (or has recently furthered) their community’s social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future.

When a listed asset comes to be sold, a moratorium on the sale (of up to six months) may be invoked, providing local community groups with a better chance to raise finance, develop a business and to make a bid to buy the asset on the open market. This of course would have made all the difference to chances of acquiring the Rectory and land and Bethlehem Chapel, and anything else we consider should continue to benefit the community.

But we are where we are, and must do what we can with the resources available to us.)

3. PPW12 mentions “place plans” 10 times, but uses the term “**placemaking**” 89 times. It begins by saying that **place plans** “*are a powerful tool to promote collaborative action to improve well-being and placemaking*”

A whole chapter (2) is devoted to placemaking –

*Everyone engaged with or operating within the planning system in Wales must embrace the concept of placemaking in both plan making and development management decisions in order to achieve the creation of sustainable places and improve the well-being of communities.*

*Sustainable Places are the goal of the land use planning system in Wales... All development decisions, either through development plans policy choices or individual development management decisions should seek to contribute towards the making of sustainable places and improved well-being.*

*The planning system should create sustainable places which are attractive, sociable, accessible, active, secure, welcoming, healthy and friendly. Development proposals should create the conditions to bring people together, making them want to live, work and play in areas with a sense of place and well-being, creating prosperity for all.*

*Each place will have its own unique characteristics, history and identity, based on how people have and will interact with the landscape and townscape. This ‘sense of place’ varies, from the rural countryside which provides an economic and environmental base for agriculture and tourism to thrive*

*The intrinsic value of a place to people or communities is particularly important, which may be due to aesthetic, cultural, spiritual or historical reasons and planning authorities are best placed to understand these. Many of the unique characteristics of places will be revealed in the local well-being assessments and area statements produced in accordance with the Well-being of Future Generations and Environment Acts.*

*Planning policies, proposals and decisions must seek to promote sustainable development and support the well-being of people and communities across Wales. This can be done through maximising their contribution to the achievement of the seven well-being goals and by using the five Ways of Working, as required by the **Well-being of Future Generations Act**. This will include seeking to maximise the social, economic, environmental and cultural benefits, while considering potential impacts when assessing proposals and policies in line with the Act’s Sustainable Development Principle. The most appropriate way to implement these requirements through the planning system is to adopt a placemaking approach to plan making, planning policy and decision making.*

It is possible to sign up to the Placemaking Wales Charter produced by Welsh Government and the Design Commission

<https://neighbourhoodplanning.org/toolkits-and-guidance/>

The Placemaking Wales Charter pledge to:

- Involve the local community in the development of proposals
- Choose sustainable locations for new development
- Prioritise walking, cycling and public transport
- Create well defined, safe and welcoming streets and public spaces
- Promote a sustainable mix of uses to make places vibrant
- Value and respect the positive distinctive qualities and identity of existing places.

A short guide accompanies the Charter <https://dcfw.org/wp-content/themes/dcfw-child/assets/PlacemakingGuideDigitalENG.pdf>

#### 4. What does the process of place planning involve?

I have looked at advice from OVW and PAW, and I attended courses on this subject.

A Steering Group will be needed of half a dozen max committed and hard-working people, including non-councillors -.

To work with PCNPA and from existing national, regional and local guidance, studies, plans and data including

- statistical data from the 2021 census
- Welsh Government docs including The Wellbeing of Future Generations Act 2015; Future Wales; PPW12; The Development Plans Manual; Wales Programme for Government; Climate Action Wales; Wales Economic Mission; WELTAG plus Reviews; Agriculture Act Wales 2023; age Friendly Wales: Strategy for an aging Society etc
- Regional docs including PCNPA LDP2 & The Newport Local Centre (TIER 2) Supporting Text and Policy 3 (Strategy); The Proposals Map for Newport from PCNPA LDP2; LDP Background Papers; Conservation Area statements for Newport and Newport Parrog (SPG); Place Plan Toolkit Developing Affordable Housing with a Community Land Trust – SPG PSB Wellbeing Plan; Pembrokeshire Recovery and Regeneration Strategy; Pembrokeshire 2040; Pembrokeshire other strategies e.g. Age Friendly Communities Strategy and Mission Statements e.g. Climate Change
- Local docs including The 2014 Newport Action Plan RAG sheets; Newport Town Council Housing & Needs Survey final report and Feedback from drop-in sessions; The Forum's 2023 Wellbeing Action Plan; The Forum's Newport Handbook (needs updating) and contact list; Newport Town Council Annual Report, NTC Priorities for the Future (which need updating), Climate and Ecological Emergency Statement and Section 6 statement on Biodiversity and resilience Reports from NTC advisory groups

to decide on a short list of principal placemaking proposals with which to go to the community

and then to decide with the community on the best land use for proposals to form the basis of a place plan

**We need a skilled facilitator for the process, and advice is, and experience shows, that if you don't find that person, don't bother.**

PAW has said they can give some support for free.

#### 5. Next steps

I suggest the very next step is for Newport Town Council to run this draft statement past PCNPA and request a meeting to ascertain whether we are working on the right lines and what support is available.

### **Appendix 4 – Priorities notes**

**Priorities and achievements, Section 6 Environment Act, Climate and Ecological  
Emergency Statement  
Task and Finish Group meeting BY ZOOM.  
17th April 2024 @ 7pm.**

**Present:** Paul, Elaine, Sandra, Morgan

**Suggested actions within notes but also compiled as a summary at the rear of notes.**

**1.Appoint chair - Paul appointed**

**2. Appoint note taker - Morgan appointed**

**3. Apologies - None**

**4. Draft notes of meeting held on 21st November 2024.**

Proposed by ML and agreed by EL

Agenda Item 3. 'SB to approach Enfys Howells regarding the latest award achieved by Ysgol Bro Ingli' - SB has written a letter but has had no reply to date.

Action - SB to chase and keep LE, PH and ML in the loop - **SB has chased. Completed**

Agenda Item 5. 'Review section 6 biodiversity report, pesticide free town and reduce energy'

Action - Update from LE needed. Was this approved by NTC? If so, when.

Approved on 31<sup>st</sup> October.

Decision on when to review the section 6 document. Six months were agreed. - **It was decided to review section 6 at the next meeting rather than in 6 months.**

**Pesticide free town.** An update from Huw Murphy has been received where he discusses the pesticides used by PCC. Are these safe to use? How do we know?

Action - Recommend to NTC that Huw's email regarding the pesticides used by PCC is sent to NAEG in order to determine their point of view regarding the suitability of the pesticides used.

**Action - LE to chase RE NAEG and the pesticides used in the Town.**

**Green Tariff** - EL to draft letter for approval for LE to send to Canolfan Croeso and library re changing to green tariff.

Action - EL has drafted a letter. Update from LE regarding has this letter been sent Clerk sent this email on 28<sup>th</sup> november - **Action completed.**

**Agenda Item 8, point 1. 'Write to PCC regarding energy insulation on unit 3 with a view to reduce energy use** by some structural modifications. Request a site visit

Action - Update from LE needed re requesting site visit to unit 3 by PCC.

Site visit from Nick Carter on 12<sup>th</sup> December 2023.

Response from Lewis Hinds, PCC – looking positive that some action will be done, ongoing.-**Point being addressed**

**Clothes Swap - Action: ML to draft email to send to Enfys re clothes swap. Email to be sent to LE for sending on.**

**13. Meet with NAEG, - PCNPA and PCC Biodiversity officers.** – Pembrokeshire Nature Partnership.

Previous Action - Recommendation to NTC that the group and NAEG arrange a meeting with the various groups in November.

Action - Update on this needed by LE. Has this been approved by NTC?

This does not ring a bell so I would say no it hasn't.

**Action: Suggest to NTC that this group arranges a meeting with NAEG, - PCNPA and PCC Biodiversity officers. If NTC agrees then further discussion will be needed on the points to be discussed at the meeting.**

**15 - Green space audit.**

Previous Action - Recommend to NTC to compile a list of green spaces. Include areas such as Park y Plant, cemetery, Carningli common, Barony land, land that is unused, second home gardens.

Action - Update on this needed by LE. Has this been approved by NTC.

No, it has not been approved by NTC.

**Action: Recommend to NTC that this group compiles a list of green spaces for the green space audit**

### **23. Water. – Check Water Saving Measures and share information. - Rainwater harvesting.**

Dwr Cymru to be involved. Too much water is going into the network.

PH read a letter out that he had received from Dwr Cymru regarding surface water drainage and connectivity issues in Newport. PH had rang Ceri Davies to call at his house but nobody turned up. PH suggested that we keep in contact with Kelly Jordan regarding this issue.

Action - Recommend to NTC that we keep in contact with Kelly Jordan regarding the surface water issues in Newport. Recommend that a letter is drafted in conjunction with Kelly Jordan re the surface water drainage in Newport.

**This is ongoing. Meetings have taken place with DC/WW and Kelly Jordan.**

### **24. Water refill point in Newport.**

Previous Action - Recommend to NTC that this group writes to Enfys regarding accessible refill points in the vicinity of the school. MUGA etc.

Action - Update on this needed by LE. Has this been approved by NTC?

No, it has not been approved by NTC.

Previous Action - To ask NTC if this group can research the cost of refill points in the vicinity of the skate park, MUGA, Newport Square and Parrog.

Action - Update on this needed by LE. Has this been approved by NTC?

No, it has not been approved by NTC.

**Action: Recommendations regarding refill points in the vicinity of the school and MUGA along with the cost of refill points in the vicinity of the skate park, MUGA, Newport Square and Parrog to be taken to NTC.**

### **30 - Establish a repair cafe.**

**Action - Recommend to NTC that this group looks into possible locations for a repair cafe. Unit 3 could be a possibility.**

### **34 - Check is the street lights in Newport LED's**

**Action - Recommend to NTC that they contact PCC in order to determine whether the lights in Newport are LED's**

### **5. Matters Arising - none**

### **6. Priorities and achievements annual report. 23/24**

Appendix 1 - LE to update

Appendix 2 - LE to update

Appendix 3 - Leave as is for now.

Appendix 4 - LE to update 23/24 accounts

Appendix 6 - No change

Appendix 6 - Training plan. **Have we got one? Councilors are doing training. Is the training in a plan? Leave as in progress.**

Appendix 7 Leave as is.

## **Priorities 2023-2024**

### **1.Housing and needs**

Set up place plan task and finish group

### **2. Grants and projects.**

Precis of funding bodies being provided due to Paul talking with Sinead, Nia and Chris. Mainly for Parrog but will help for all projects.

### **3. Traffic - Points OK**

### **4 Skate Park - Points OK**

### **5. Children's play park - On going**

### **6. Welsh name signs - Long term ongoing.**

### **7. Engage with local youth - Put on achievements.**

### **8.Community Assets, Grants, and Projects Advisory Group - On going**

### **9.Review the Biodiversity and Resilience of Ecosystems duty. - Completed**

### **10. Dwr Cymru Welsh Water - Completed**

### **11. Parrog Toilets - Leave as a priority.**

### **12. Playing Field - ongoing**

### **13 Newport street market - ongoing**

## **7. Correspondence**



## **Emails Sandra Bayes/Paul Harries**

It is confusing how the report is laid out. Headings can be confusing.

### **NTC re outside facilitator.**

Does NTC need outside facilitators such as OVW, Cwpass to 'help' with 'projects'?

If so, who and what would they help us with?

**Action: SB to draft a short proposal to NTC to discuss if a facilitator is needed.**

Meeting closed 20:21

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### **Summary of actions**

**Action - LE to chase RE NAEG and the pesticides used in the Town.**

**Action: ML to draft email to send to Enfys re clothes swap. Email to be sent to LE for sending on.**

**Action: Suggest to NTC that this group arrange a meeting with NAEG, - PCNPA and PCC Biodiversity officers. If NTC agrees then further discussion will be needed on the points to be discussed at the meeting.**

**Action: Recommend to NTC that this group compiles a list of green spaces for the green space audit**

**Action: Recommendations regarding refill points in the vicinity of the school and MUGA along with the cost of refill points in the vicinity of the skate park, MUGA, Newport Square and Parrog to be taken to NTC.**

**Action - Recommend to NTC that this group looks into possible locations for a repair cafe. Unit 3 could be a possibility.**

**Action - Recommend to NTC that they contact PCC in order to determine whether the lights in Newport are LED's**

**Action: SB to draft a short proposal to NTC to discuss if a facilitator is needed.**

### **Appendix 5 – Public toilets**

**From:** Daly, Katie <[Katie.Daly@pembrokeshire.gov.uk](mailto:Katie.Daly@pembrokeshire.gov.uk)>  
**Sent:** 25 April 2024 17:49  
**To:** Newport Town Council Clerk <[npclerk@newport-pembs.co.uk](mailto:npclerk@newport-pembs.co.uk)>  
**Cc:** Paul Harries <[paulharries@mail.com](mailto:paulharries@mail.com)>  
**Subject:** RE: Newport town council Expression of interest

Hi Lowri

To follow up, I chased Welsh Water again yesterday! I really am not sure why they cannot provide me with information I am asking for.

Regarding costs to install charging, Danfo have provided the below information. This is actually less than I had expected because you already have a single entry door system in these toilets rather than requiring the use of turnstiles which are far more expensive and usually need structural changes to the building. It is possibly worth the initial investment. You may even be able to apply to Enhancing Pembrokeshire for this as it will support these facilities staying open into the future?

Just worth noting, there is usually a charge from the provider company for these systems, I think approx. 2% of income plus £10 per month for the units, so take this into consideration. Also if you go for coins as well as card (we currently offer both at each site but not necessarily at each door), someone will need to collect, count and bank up the coin income.

Hope this helps, I will chase Welsh Water again next week, let me know if you need any further information.

Thanks

Katie.

- Qty 4 Steel Doors Supplied and Fitted
- Qty 4 Contactless Readers Supplied and Fitted
- Qty 4 Old Doors Removed and Disposed Off

Cost Per Door + Contactless Reader: £3,938.46 Each + VAT

**Total Project Cost: £ 15,753.84 + VAT**

If you wanted a Coin Box, they would be £1650.00 Each + VAT Supplied and Fitted.

## Appendix 6 – RAG sheet

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	28.05.24	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	28.05.24	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	28.05.24	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. <b>Paul - if we buy Parrog as heritage project, putting up the old welsh names that have been forgotten should be part of the heritage project.</b>	PH	28.05.24	A
45		plaque on building	The plaque has been received an is Unit 3. Daron to ask Evan to put it up. There should be an unveiling event, invite Bryan John, Will Bramble, David Vaughan, get some press involved.		28.05.24	A
58	25.01.21	Mary Farmhouse kitchen land	There is a housing association interested in the land. Clerk to ask Gaynor Toft what housing association is interested.		28.05.24	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 continue investigating.		28.05.24	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	Recent emails, PCC don't own the footpath from the car park to Parc y plant. Sinead Henehan is also involved. Chair and Clerk to check this.		28.05.24	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		28.05.24	A
67	20.06.22	Erection of plaque	Hguelly successful launch, thanks to everyone especially Ros. Well organised, planting of tree went well. Plaque needs to go somewhere..Paul has asked for a bilingual sign...Jon and Morgan to look.		28.05.24	A
69	20.06.22	Maes Ingli Sheltered Accommodation	PCC has emt with the council and held a public meeting.		28.05.24	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Dwr Cymru have stopped the spills notifications. Paul will query this.		28.05.24	A
73	20.06.22	Victoria Gardens ownership and lease	PCC have confirmed they have ownership although the land is unregistered. Clerk to chase.		28.05.24	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.		28.05.24	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		28.05.24	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		28.05.24	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	No one attended this meeting.		28.05.24	A
83	27.01.23	Enhancing Pembrokeshire application – Children's play area	New criteria has been recieved.		28.05.24	A

85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer	Put on Budget and finance agenda.		28.05.24	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors. Clerk to send part 2		28.05.24	A
87	25.04.23	CWBR Youth	CWBR youth workshop has been held at teh school and at the Boat Club		28.05.24	A
89	28.09.23	Black bins in Unit 3	Morgan to look into their disposal		28.05.24	A
90	29.11.23	Zero Hour, Climate and Ecology bill motion	Clerk to do this		28.05.24	A
92	21.03.24	Applying to PCNPA to amend the LDP plan with regards to Victoria Gardens	Sent email, no response yet.		28.05.24	A
93	28.03.24	Children's play area repairs	JL to update		28.05.24	A
94	02.04.24	Chair to meet with Chamber of Trade to dicuss flowers/improvements to the town	Clerk has sent Tom Meredith an email		28.05.24	A
95	30.04.24	Castle Bus shelter	Clerk has emailed Morgan & Richardson solicitors 4 times regarding an update on the proposed purchase, no response		28.05.24	A
88	07.06.23	Report from Preseli Cares representative	Nothing to report, have not received any emails.		28.05.24	A
96	21.05.24	Report from Senior citizens representative			28.05.24	A
97	21.05.24	Report from Newport Forum representative			28.05.24	A
98	21.05.24	Report from OVW representative			28.05.24	A
99	21.05.24	Report from Newport path group representative			28.05.24	A
100	21.05.24	Report from North Pems transport representative			28.05.24	A
84	27.02.23	Report from Newport Moorings association representative	The Parrog task and finish group met with the Moorings, who are supportive of future purchase plans.		28.05.24	A
80	30.11.22	Report from School governors representative	Full gov meeting this Wednesday	RM	28.05.24	A

## Appendix 7 – Correspondence list

### Gohebiaeth Cyngor Tref Trefdraeth am cyfarfod ar-lein ar 28<sup>ain</sup> Mai 2024 Newport Town Council Correspondence for online meeting held on 28<sup>th</sup> May 2024

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

1. Email from Newport Forum re letter to PCC re Maes Ingli development (07.05.24)

#### 2. Uned 3 / Unit 3

1. Email from Ben, Real seeds with quote for repairing the windows (18.04.24)

#### 3. Materion amgylchedd a lles / Environment matters and wellbeing

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

1. Email from David Astins, PCC re Town & Community Council websites (10.05.24)

#### 5. Cyllid / Finance

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

1. Email from OVW re Preparation and Publication of Annual Reports, forwarded to all (25.04.24)  
2. Emil from OVW re West Wales branch meeting of the SLCC held on the 19th of March 2024, forwarded to all (25.04.24)

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

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

1. Email from PCC re public engagement exercise, as part of a Library Needs Assessment, meeting in June, forwarded to councillors (16.05.24)
2. 2 emails from PCC re annual inspection report for the children's play area, forwarded to councillors (16.05.24)

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

1. Email from PAVS re attending one of the online focus group meetings relating to the work of the Ministerial Task & Finish Group on the Democratic Health of Town & Community Councils, 30th May 2024 10.00am-11.30am, 31st May 2024 1.30pm-3.00pm, forwarded to councillors (21.05.24)

### **9. Mynwent / Cemetery**

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

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

1. Email from Aberystwyth University re Invitation to transport needs event in Newport Memorial Hall on 31<sup>st</sup> May, forwarded to all (30.04.24)
2. Email from Cty. Cllr. Huw Murphy re Opportunity to request changes to the 20mph limits in Pembrokeshire, forwarded to all (07.05.24)
3. Email from J. Fennessy re Proposed path into Newport, Pembrokeshire, forwarded to councillors (16.05.24)

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

1. Email from Cllr. Bayes re erecting street market sign on Elements or post office building (29.04.24)