

AGENDA AM CYFARFOD HYBRID I'W GYNNAL ar 27^{ain} TACHWEDD 2024 am 7yh
AGENDA FOR THE HYBRID MEETING TO BE HELD on 27th NOVEMBER 2024 at 7pm

You are hereby summoned to attend a **HYBRID** 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 **24th November**.

1. **Ymddiheuriadau am absenoldeb / Apologies for absence**
2. **Datganiad o ddiddordeb / Declarations of Interest**
3. **Cofnodion drafft o'r cyfarfod gynhaliwyd ar 28^{ain} Hydref 2024 / Draft minutes of the meeting held on 28th October 2024**
4. **Materion yn codi / Matters arising**
5. **Cofnodion draft o'r cyfarfod anghyffredin gynhaliwyd at 7^{fed} Tachwedd 2024 / Draft minutes of the extraordinary meeting held on 7th November 2024**
6. **Materion yn codi / Matters arising**
7. **Cofnodion draft o'r cyfarfod anghyffredin gynhaliwyd at 15^{fed} Tachwedd 2024 / Draft minutes of the extraordinary meeting held on 15th November 2024**
8. **Materion yn codi / Matters arising**
9. **Adroddiad y Cadeirydd / Chair's report**
10. **Adroddiadau/penderfyniadau pwyllgorau cynghori / Advisory committee reports/decisions**
 - 10.1. Community Needs, Assets, Projects and Grants
 - 10.2. Traffic
 - 10.3. Street market
 - 10.4. Housing survey
 - 10.5. Priorities, Environment and Climate task and finish
11. **Datblygiad llety gwarchod Maes Ingli / Maes Ingli sheltered accommodation development – **Appendix 1****
12. **Dogfennau llywodraethu / Governance documents**
 - 12.1. GD14 – Financial regulations
 - 12.2. Practice Development Note (9) Terms of Reference for Council Meetings
 - 12.3. Guidance on powers and policies which relate to Local Councils
13. **Tir Parrog a toiledau cyhoeddus / Parrog land and public toilets**
 - 13.1. Meeting notes for 7th and 15th November meetings – **Appendix 2**

14. Y Adeilad hostel ieuenctid / Youth Hostel building

14.1. Notes from 14th November Task and finish group meeting – **Appendix 3**

14.2. To discuss the following statement:

Leasing the YHA building the Old School Lower St Marys Street Newport.

When the Old School Lower St Marys Street Newport closed, part of the building was rented from Pembrokeshire County Council to the Youth Hostel Association, who provided a 24 bedroom hostel including a large kitchen and common room.

The Youth Hostel Association is “downsizing/rationalising” with 20 of its 150 properties up for sale with a further 30 identified for possible offloading.

The YHA has closed it’s building in Newport and no longer has an interest here.

Pembrokeshire County Council has offered to lease the building to Newport Town Council depending on what we want the building used for.

Newport Town Council would wish that the building is used for the benefit of the inhabitants and visitors to the area.

We can envisage that we sub-lease to a third party depending on the eventual end use.

Suggestions/Possibilities

1. To provide low cost accommodation to visitors along similar lines as that provided by the YHA.

2. To provide “bunkhouse” type accommodation. (along the lines of “Y Clinc” in Cardigan)

3. Town Council Office, Office space and Catering Kitchen.

We would like to invite further suggestions and/or new ideas from interested parties to enable us to secure this valuable asset.

Please contact us with your thoughts and proposals by January 6th 2025.

15. Dŵr Cymru

16. Tendr ar gyfer gwaith atgyweirio ac inswleiddio ffenestri / Tender for window repair and insulation works

17. Tir gerllaw tafarn y Castell / Land adjacent to Castle Inn

18. Swydd wag Cynghorydd / Councillor vacancy

19. Cais Grant Gwella Sir Benfro / Enhancing Pembrokeshire grant application

20. Archwiliad Blynyddol Cymru / Annual Audit Wales

21. Cyllid / Finance

Arian a dderbyniwyd / Monies received

Street market deposits £.....

Burial plot purchase £1,188.50

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
BT Telephone/internet (DD) p.m.	£0.00
Good energy (electric) (DD) p.m.	£77.04 (up from £27.00)
Google workspace	£6.00
Spindogs, Basic monthly website care package (DD)	£96.00 (incl. vat £16.00)

Nest, Council pension contribution	£38.55
HMRC, Town council employer NI contributions, Aug + Sep	£98.52
Lifting gear and safety, pull test on Christmas lights anchorages	£384.00 (vat £64)
Red Kite Law LLP, work on underlease to Newport Information Centre	£900 (vat £150)
Havards, padlock, key cut for toilet in Old school building	£12.70 (vat £2.12)
Cllr. Letten, toilet refurbishment expenses	£28.43
J. Austin, market manager hours, July to Oct and Cardigan River and food festival	£1,500

- 21.1. Town Clerk's job description, contract of employment and pay scale agreement 2024-25
- 21.2. Telephone contract changeover from PlusNet to BT and outstanding bills
- 21.3. Unit 3 insulation
- 21.4. Trade waste agreement
- 21.5. Christmas lights
- 21.6. Rental charge for Unit 3, hot desking
- 21.7. Red Kite, Newport Information centre underlease invoice
- 21.8. Newport Senior Citizens Welfare Association financial appeal
- 21.9. MUGA caretaker payment

22. Maes chwarae plant / Children's play area

23. Ymgysylltiad ieuencid / Youth engagement

24. Llwybr Parc y Plant o'r maes parcio / Parc y plant footpath from the car park

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

26. Materion i adrodd arnynt / Matters to report

- 26.1. Proposed underlease to Newport Information Centre
- 26.2. Website update
- 26.3. New bank signatory
- 26.4. Victoria gardens ownership
- 26.5. Royal Oak culverts work
- 26.6. Surface water removal planters at Canolfan Croeso

27. Cyfatebiad / Correspondence – **Appendix 5**

Dyddiad y cyfarfod nesaf / Date of next meeting

APPENDIX

Appendix 1 – Maes Ingli

From: Cllr. Murphy, Huw <cllr.Huw.Murphy@pembrokeshire.gov.uk>

Sent: 05 November 2024 19:58

To: Newport Town Council Clerk <npclerk@newport-pembs.co.uk>; Morgan Lewis <morganjlcouncil@gmail.com>; Paul Harries <paulharries@mail.com>

Subject: Maes Ingli development update (Nov 2024).

Annwyl Pawb,

I sent an email last week to see where we currently sit with this development and it appears we are back to the very beginning almost. I then asked the question of does PCC Revenues Dept charge the Housing Dept Long Term Empty Property Tax (LTE) on the currently vacant flats as can be seen by the response yes they do. I have replied asking for confirmation/clarity of the current LTE Tax being paid as there appears to be some disparity between 2023/24 & 2024/25 LTE Tax charges and I've asked for confirmation of the amount we are being charged and it appears to be a combination of 200% & 300%. Furthermore, I have asked if the intention with a new design is to still construct 19 flats as outlined earlier this year. Once I have more information I will of course pass it onto you.

Diolch,

Huw.

From: Price, Lauren <Lauren.Price@pembrokeshire.gov.uk>
Sent: 05 November 2024 16:54
To: Cllr. Murphy, Huw <cllr.Huw.Murphy@pembrokeshire.gov.uk>
Cc: devCLO <devCLO@pembrokeshire.gov.uk>; Toft, Gaynor <Gaynor.Toft@pembrokeshire.gov.uk>; Briggs, Andrew <Andrew.Briggs@pembrokeshire.gov.uk>
Subject: Maes Ingli development update

Good afternoon,

Following the feedback from PCNPA, the design has been amended as a whole. Over the last month this has been refined further with suggestions going back and forth between the design team and the PCC development team. The architects and commercial team are aiming to have everything updated by the end of this week, and it will be issued to PCC shortly after. The design and costs can then be fully appraised by PCC for affordability and suitability. Once signed off, it can then go to Welsh Government for grant scrutiny and then seek to go through the whole planning process as soon as possible.

Welsh Government now require additional information with each submission, so there is more to prepare, slowing down that process ever so slightly. Along with the design costs this week, the programme will be updated and we will have a better idea of dates rather than just a general progress update. Once everything has been signed off, we will be in a position to share the updated designs with the community. This will be arranged in the form of an in-person community event.

We are now waiting on dates to be provided by the utility companies for the disconnections of incoming mains, all surveys and scopes of work have been confirmed with them and they need to just inform us of the dates. These should happen in the coming weeks. Sometimes they give us plenty of notice, other times it could only be a matter of day, however we will try update as soon as we know so the community can be made aware of the slight disruption.

Regarding the Long Term Empty property tax, yes we are currently paying for this. Please see the below figures.

In 23/24 the charges for the Bedsit's were (per bedsit (x12)) - £999.99 – LTE charges from Jun'23 – 31/03/2024. LTE Charge 25%

In 23/24 the charges for the Flats were (per Flat (x5)) - £1016.26 – LTE charges from Jun'23 – 31/03/2024. LTE Charge 25%

In 24/25 The charges for the bedsits are - £5498.16 per bedsit – LTE charges for the year. Mixture of 200 & 300% LTE charges

To be completed before EGM on 07/11/24. During the meeting the application was amended and refined to include comments by PH, SB and Paddy.

Action: ML to circulate to councillors and Nia the amended application after meeting for further discussion in readiness for the 07/11/24

Action: RM to complete Enhancing Pembrokeshire Grant with help from PH, ML and NS

- b. **People and Places - Ongoing. Seek advice from Nia**
- c. **Brilliant Basics - Action ongoing. Next priority as EOI is due 22/11/24**
- d. **Awards for All - Action Ongoing. Seek advice from Nia**
- e. **Comic Relief Growth Grant - Action Ongoing. PH to have a look**
- f. **Architectural heritage fund - Action Ongoing. ML to have a look**
- g. **Community Facilities Programme- Action Ongoing. ML to have a look**
- h. **PCNPA sustainable development fund.- Action Ongoing. ML to have a look**

5. Parrog Cash Flow Forecast

PH has sent NTC forecast data included in the application.

6. PCNPA Issues

No issues. Keep on agenda

7. PCC Issues

No issues. Keep on agenda

8. Dwr Cymru Issues

Keep on agenda. Keep track of emails to Chloe Priestley to be ongoing

9. Agent - Edward Perkins

No issues. Keep on agenda

10.NTC EGM

LE / ML to arrange for Thursday 07/11/24

11.Date of Next Meeting

To be arranged after EGM on 07/11/24. Possible Friday 15/11/24. TBA

Other Matters Discussed

Section on the website is being updated with information by ML Also posted on Facebook page.

Brilliant basics is a two year project. The project has initially been planned over three years to allow time to obtain funding. It was suggested that we submit a two year project for Brilliant Basics. If the funding can be obtained in two instead of three.

EGM required before 22/11/24 for NTC to agree brilliant basics EOI

Action: Two year project to be submitted for brilliant basics.

Action: RM to complete EOI by 20/11/24 for brilliant basics for approval by council

Action: ML and LE to organise EGM agenda.

d. Awards for All

Ongoing. NS to look at it

Action: ML to contact NS about awards for all.

e. Comic Relief Growth Grant

PH has investigated. Grant not applicable. Remove from agenda.

f. Architectural heritage fund

ML has looked at the fund. Buildings need to be listed. Put it on back burner.

g. Community Facilities Programme

ML has looked at the fund. Not available for town councils. Remove from agenda.

h. PCNPA sustainable development fund.

ML has looked at the fund. Appropriate for solar panels, charging and water harvesting.

Action: To be looked at further after brilliant basics has been submitted.

i. Welsh Water Environment Fund.

Action: Fund to be looked at further.

Go Fund page to be put in the back pocket to be used in future if necessary. JD has contact in crowd funder so this could be a better option.

JD stated that due to the wellbeing nature of the project, there will be a number of grants that will apply.

8. Parrog Cash Flow Forecast.

Cash Flow Forecast can also be used for brilliant basics. It is a working document.

Action: PH to revise forecast for brilliant basics.

Action: Costings required for solar panels, charging points and water harvesting

JD agreed to look at solar panels charging points and water harvesting.

Action: Shelter and shed upgrades also need costing

These additional costing might increase the second phase cost up to £145,000

9. PCNPA Issues

Letter to Gary Meopham sent regarding surrendering leases (28/10). GM replied (29/10) stating he will consult colleagues in the assets meeting early November.

Action: JG to draft reminder to GM and send to ML, RM and LE.

10. PCC Issues

Katie Daly to be reminded regarding the transferring of the toilets registered title.

Action: JG to draft an email to be sent to KD regarding transferring the title. Mention that we would like to instruct solicitors before Christmas.

11. Dwr Cymru Issues

Chloe Priestly is still away. Need to remind CP about the site visit. DC has statutory rights on the land.

Action: JG to draft email and send to LE.

12. Agent - Edward Perkins

Still awaiting for the list of leases from the agents. The agents need reminding.

Action: JG to draft a letter to remind the agents regarding the list of leases. Mention that we hope to instruct solicitors before Christmas.

13. Date of next meeting.

Parrog meeting after the playing field meeting on Wednesday.

Other Points Discussed

Solicitors will have to be instructed.

Action: A list to be created of solicitors to approach.

Action: In the first instance, PH / JD to contact Evershed to determine the possibility of helping.

36	21.05.18	Welsh names	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.	PH	28.10.24	A
45		plaque on building	Date has been confirmed as 5th October, council to invite people and organise tea and cake in Golden Lion		28.10.24	G
58	25.01.21	Mary Farmhouse kitchen land	Clerk sent Gaynor Toft an email regarding this matter.		28.10.24	A
65	20.06.22	Parc y Plant-Pen y Bont footpath	CIlrs. Letten and Lewis are looking intot this. Cllr. Lewis has contacted the paths group to see if they would like to be involved.		28.10.24	A
67	20.06.22	Erection of plaque	Brynmor Williams has updated council on bilingual sign, it may take some time as everyone is off over the summer.		28.10.24	A
69	20.06.22	Maes Inqli Sheltered Accommodation	Oroginal designs have not been approved by PCNPA so PCC will have to have new deisgns done.		28.10.24	A
70	20.06.22	CSO Alert Notifications – Newport North (Traethmawr)	Paul has asked Dwr Cymru about thier plans for a new pumping station.		28.10.24	A
73	20.06.22	Victoria Gardens ownership and lease	PCC have confirmed they have ownership although the land is unregistered. Clerk to chase.		28.10.24	A
74	20.06.22	Adopting the Informal Resolution Protocol	CIlrs. 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. CLERK TO CHECK THIS		28.10.24	A
78	22.11.22	Statutory guidance relating to the Local Government and Elections (Wales) Act 2021	Chair and Clerk to look at this		28.10.24	A
81	09.01.23	Guidance on bullying and harassment	Chair and Clerk to look at this.		28.10.24	A
82	23.01.23	Report from Pembrokeshire One Voice Wales area meetings	Cllr. Lewis reported on this meeting.		28.10.24	A
83	27.01.23	Enhancing Pembrokeshire application – Children’s play area	New criteria has been recieved.		28.10.24	A
85	13.04.23	Discuss budgeting a retainer for the Grants & Projects Officer	Put on Budget and finance agenda.		28.10.24	A
86	25.04.23	Finance & Governance Toolkit	Clerk sent part 1 to councillors. Clerk to send part 2		28.10.24	A
90	29.11.23	Zero Hour, Climate and Ecology bill motion	Clerk to do this		28.10.24	A
92	21.03.24	Applying to PCNPA to amend the LDP plan with regards to Victoria Gardens	PCNPA have confirmed that the LDP cnanot be amended.		28.10.24	A
93	28.03.24	Children's play area repairs	Many repairs have been made.		28.10.24	A
94	02.04.24	Chair to meet with Chamber of Trade to dicuss flowers/improvements to the town	Cllr. Harries met with them and has circulated his notes.		28.10.24	A

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

1. Email from 123 Reg re website domain renewal in 60 days (09.11.24)
2. Email to Chloe, Dwr Cymru re Parrog public toilets (19.11.24)

9. Mynwent / Cemetery

1. Email from Cllr. Bayes re Dyfed Family History Society query and criminal damage to Nevern church headstones, forwarded to councillors (19.11.24)

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 Huw Murphy re "Stop" sign between Market St and the A487 in Newport and streetlight not working, forwarded to all (12.11.24)
2. Email from Huw Murphy to Welsh Gov regarding a foot/cycle path to be constructed between Newport and Llwyngwair and their response, forwarded to all (12.11.24)

12. Marchnad stryd / Street Market