

ROGERSTONE COMMUNITY COUNCIL
MINUTES OF THE COUNCILS MEETING HELD AT TYDU COMMUNITY HALL
3rd April 2024

Members present:

Chairperson: Councillor S. Bowen

Councillors: K. Hopkins, Y. Forsey, C Larcombe, B. Davies, A. Hobbs, S. Jones, N. Ireland, J. Reynolds

Apologies: Councillors: N. Upham, G. Foley, J. Gibbons.

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTES

The minutes of the meeting held 6th March 2024 were approved.

3. MATTERS ARISING FROM THE MINUTES

3.1 Lyndon Way

The planting at Lyndon way will be undertaken during the Spring season.

3.2 Jubilee Park

The Clerk to discuss Jubilee Park debt collecting procedures with Cllr Hopkins.

3.3 Fugitives Club

Members agreed to defer discussion of proposed works at land leased to the Fugitives Club until Newport City Council has given a view on the ground recontouring and earth bund.

3.4 Welfare Grounds – Football Pitches

The Clerk explained the constraints, design criteria and construction detail of the football pitch at the Welfare Ground, which some members were not aware of. Following a full discussion on the pitch performance, Members agreed that the pitch had performed well in comparison to all other local park pitches during the recent exceptionally adverse weather.

3.5 Defibrillators

The Chairperson ascertain to establish further information on a defibrillator located at Squires Gate.

3.6 Rogerstone Community Council – 50 years

The Chairperson agreed to coordinate a social media request for old photographs of Rogerstone to be used in celebrating 50 years of Rogerstone Community Council since Local Government Reorganisation in 1974.

3.7 Events - Rogerstone

Members discussed events for the year ahead and it was decided that a full festival event would not be possible this year, but a smaller event centring around a `Kindness Day` will be considered along with a commemorative award.

4. POLICE MATTERS

The monthly police report will be circulated when received and the police will be invited in person to the June meeting of Council.

5. CLERKS REPORT

Members acknowledged the Clerks Report and the correspondence received prior to the meeting.

The following were discussed:

Energy Survey

An energy survey of Tydu Hall has been completed & the Clerk will meet with Newport City Council to discuss a prioritised programme and what grants are available to support carbon reduction.

The dates of the period which the utility bills cover is to be included in the narrative.

Accounts Format

A member felt that where the expenditure in the Clerks report is highlighted as being specifically for Jubilee Park by the suffix JP, it is not clear enough and should be itemised in a separate table. Following a vote, it was agreed to put any Jubilee Park expenditure in a separate table.

6. NEW CORRESPONDENCE

There was no further correspondence to discuss.

7. **ACCOUNTS**

(Rogerstone Community Council claim back VAT where applicable).

Zoom

Monthly charge £ 15.59

Fuelgenie

Van & machinery £ 180.02

Octopus

Gas & electricity (this includes the Glades electricity, which is paid back monthly). £ 411.75

Newport City Council

Waste disposal full monthly bill £ 450.67
£225.33 is RCC contribution.
(See below for Jubilee Park contribution)

Nathan Evans Ltd

Payroll £ 114.00

Xero £ 28.80

Vodafone

Broadband £ 38.90

D. Evans

Cleaning hall & outside toilet blocks £ 520.00

Eurooffice

Soap dispensers and stationery £ 59.20

Ebay

Fridge – staff £ 55.99

(Returned – refunded)

J. Reynolds (Jolly Rogies)

Section 137 payment £400.00

La Leche

Section 137 payment £150.00

HCPT

Section 137 payment £500.00

Rogerstone Welfare Cricket Club	
Section 137 payment	£300.00
Austen Group	
Clear recycling bin bags hall/grounds	£ 84.00
Jaydee	
Recycling bins for hall	£317.27
Janitorial Supplies	
Sanitary bins/bags – hall & grounds toilets	£276.35
Nisbets	
Crockery, cutlery, cloths - hall	£142.77
CIA Insurance	
Annual landlord buildings insurance Ty Du House	£346.61
Ted Hopkins	
Saw chains	£126.45
Ezeefit Tyres	
Van repairs	£305.95
Lee Tech	
Repair hall boiler	£480.00
Regen Amenity	
Angus weed & feed	£467.40
L Davies	
Emergency lighting upgrade	£975.00
<u>Specific Jubilee Park Expenditure (information only)</u>	
Paid for by Jubilee Park (Rogerstone) Management Company Limited directly or paid for by Rogerstone Community Council and transferred back; VAT not reclaimable.	
Nathan Evans	
Monthly accounts	£240.00
Contribution to RCC waste disposal costs arising from bins on Jubilee Park (See above)	£225.33

8. PLANNING

Members on the interim planning committee are emailed plans when received.

9. CONSIDERATION OF MATTERS

9.1 Appointment of Internal Auditor & Accountants

Internal Auditor 23/24 Accounts

Members approved the appointment of Lyn Llewelyn as Internal Auditor for the 23/24 accounts.

Accountants 23/24

Members approved the appointment of Nathan Evans Limited as accountants for the 23/24 accounts and Annual Return

10. URGENT MATTERS

10.1 Casual Vacancy East Ward

Members agreed to a co-option notice being placed for the East Ward and to coordinate the interview with the existing vacancies for the North and West Wards. Applications to be received by 22nd April 2024, interviews to be held on 29th April 2024 commencing at 5.30pm, with recommendations for appointment made at the AGM on 1st May 2024.

The Interview Panel was agreed as: Cllr S. Bowen, Cllr N. Ireland, Cllr k. Hopkins, Cllr J. Gibbons.

10.2 Jubilee Park (Rogerstone) Management Company Limited (JPMCL)

Members discussed the governance and risks of JPMCL which may impact on the Community Council.

Full details of the accounts and annual reports going back to when the Company was transferred from Walters in 2017 are available on the Community Council website along with JPMCL company documents. The responsibility for company compliance and performance falls to the three Directors of the company, who take advice and guidance from the Community Council. One of the positions however is now vacant so Members agreed to appoint a new Director at the AGM in May.

The Risk Assessment procedure agreed by members at the July meeting covers the day to day procedural risks, but the biggest risk financially at present is the riverbank revetment works where the Public Right Of Way has been eroded by the river.

Newport City Council have undertaken a public consultation to enable them to decide whether or not to permanently stop up the footpath, with the consultation closing on 19th January 2024.

The results of this will dictate if it is necessary to go ahead with the flood wall revetment scheme, which JPMCL have been working on.

Progress so far is:

- A structural survey of the wall adjacent to the erosion has been undertaken
- A Consultant Engineer has been appointed and provided options for the flood wall protection
- A revetment protection scheme has been proposed
- A Project Manager / Quantity Surveyor has been appointed to provide preliminary cost estimates for the flood wall protection scheme and also a scheme which includes for the reinstatement of the Public Right Of Way
- An approach has been made to Newport City Council proposing that JPMCL work jointly with the City Council to both construct the revetment and incorporate the Public Right Of Way, which was declined.
- A preliminary programme has been drawn up to provide the flood wall protection scheme
- An Ecologist has been appointed to carry out a Habitat Survey, which will be a requirement for Natural Resources Wales to consider allowing construction works in this area. The results of the survey and preparation of a submission to Natural Resources Wales is anticipated early in May.

Progress from this point is heavily dependent on the outcome of the City Council public consultation, however to try to maintain momentum a draft programme has been prepared provides for:

- Natural Resources Wales review of survey & consideration of whether to grant a licence

If the licence is granted the following works are scheduled:

- Final engineering drawings and specification to cater for any terms of the Natural Resources Wales licence.
- Update cost estimates incorporating licencing requirements
- Consider financing options for the implementation of the scheme
- Compile the necessary Regulatory Submissions
- Apply for Flood Risk Activity Permission (FRAP)
- FRAP Award made
- Start of Fisheries Embargo

Following the completion of Engineering Drawings & Specification & before the FRAP:

- Compile Planning Application and subsequent submission
- Planning consultation period
- Planning award

Once a planning consent and other necessary consents have been achieved, the construction period can commence:

- Finalise and issue tender documentation
- Tender period
- Tender return & evaluation
- End of fisheries embargo
- Vegetation clearance
- Main contractor appointment and mobilisation
- Construction period (contractor led)

In parallel to this, we will also need to obtain a legal opinion on the implications of carrying out any works on unregistered land.

Progress following the ecology survey will depend on the result of the public consultation by Newport City Council, and in particular when the result will be announced. The Community Council have asked the City Council what the timescale is for a decision to be made, but were told a decision is not anticipated for several weeks.

Members expressed concern that a timescale has not be given as that will affect progress on the revetment reinstatement works. The City Council members were asked to make representations on behalf of Rogerstone Community Council to establish a timeline for the public consultation decision.

10.3 Appointment of Warden

Members discussed the terms and conditions of the appointment of a new Warden and agreed that existing terms and conditions should continue.

10.4 Recycling

Members discussed the new recycling proposals which are to be implemented imminently and the Clerk agreed to ensure the necessary arrangements were put in place.

10.5 Band Hall Lease

The Clerk updated Members on progress with both the Band Hall Lease and the Cricket Club lease. The Draft Cricket Club Lease is currently with the Land Registry who require that the Fields In Trust covenant is renewed conterminously with the registration. The Draft Band Hall lease is currently being drafted, new Band trustees will be required for the lease, and it is likely the same Land Registry proviso in respect of the Fields In Trust covenant will be required. The Band and Cricket Club are responsible for all costs associated with the lease renewals, with both leases being held over on existing terms until legal completion of the new leases.

11. DATE OF NEXT MEETING

The AGM was agreed to be **Wednesday 1st May 2024 at 7pm**