

**CALDICOT TOWN COUNCIL
Report of Town Clerk**

FULL TOWN COUNCIL 26TH SEPTEMBER 2018

1. CORRESPONDENCE – ONE VOICE WALES

1.1. Motions for 29th September – One Voice Wales Conference and AGM

‘One Voice Wales’ Conference and AGM will be held on Saturday 29th September this year at the Royal Welsh Showground. With important changes facing our sector we will hear from the Minister Alun Davies on the Potential Future Roles of Community and Town Councils. Please see below the final motions for debate at the Annual General Meeting which will commence at 2:15pm’

Motions for One Voice Wales AGM 29th September 2018



1. Barry Town Council

We call upon all members of One Voice Wales to support and adopt all campaigns that actively promote initiatives within their communities to rid beaches, streets, parks, hedges and riverbanks of the plastic litter scourge:

- Remove single-use plastic items from their own premises
- Encourage and support local shops and businesses to use sustainable alternatives to plastic
- Promote campaigns and events to highlight the damage that plastic waste is doing to the countryside, coastlines and towns
- Welsh Town and Community Councils to strive to achieve a ‘plastic free’ status award

2. Liangynog Community Council

"One Voice Wales acknowledges the need for the implementation of countermeasures aimed at reducing the damaging impact Mega Dairy farming (CAFO) operations are having on the Welsh rural communities and their environment and will actively lobby Welsh Government to develop policy and procedures to address the situation."

3. Machynlleth Town Council

This council urges One Voice Wales to lobby the Welsh government to introduce without delay, legislation that will ensure that those communities who are losing or who have lost their high street banking services due to closure are enabled and assisted to set up, accommodate and promote community banking initiatives.

4. Peterston Super Ely Community Council

One Voice Wales calls on the Welsh Government to lead on a 20mph default for restricted roads (ie those with lighting) with a view to reduce road danger where people live, work, shop and learn as soon as possible.

5. Tredegar Town Council, Pencoed Town Council and Wrexham Flint Area Committee Composite Motion

One Voice Wales recognises that the current environment of financial austerity is having a profound impact on the ability of Unitary Authorities to continue to support non-statutory service provision. Consequently One Voice Wales calls upon Welsh Government to:

- Put in place a financial programme to enable Community and Town Councils to have available funded resources to enable the efficient and effective transition of services from Unitary Authorities to the community and town council sector
- Review the current Public Service Board representation to ensure in future community and town councils are represented on all such bodies across Wales

6. One Voice Wales Motion

"That membership fees are uplifted by up to 4% for the financial year 2019-20."

1.2. Independent Review Panel on Community and Town Councils in Wales - Outline Findings and Recommendations

'Review of Community and Town Council Sector in Wales - Outline Findings and Recommendations'

Appendix 1

1.3. Training Dates

'Please find below details of training sessions that are taking place in or around your area, please bring this to the attention of your council. The cost of the training is £40 for members or £60 per person for non members. You will be invoiced after the training has taken place.'

01/10/2018	Monday	Undy Church & Community Hall, Church Road, Undy, Caldicot, NP26 3EN	Module 3 - The Council as an Employer
24/10/2018	Wednesday	The Sessions House 43 Maryport Street, Usk, NP15 1AD	Module 15 - Information Management
29/10/2018	Monday	Undy Church & Community Hall, Church Road, Undy, Caldicot, NP26 3EN	Module 9 - Code of Conduct
8/11/18 – 6.30pm	Thursday	Mathern Village Hall <i>[Organised by Mathern CC]</i>	Code of Conduct <i>(Cost £25.00 per delegate)</i>
12/11/2018	Monday	Undy Church & Community Hall, Church Road, Undy, Caldicot, NP26 3EN	Module 8 - Introduction to Community Engagement
29/11/2018	Thursday	The Sessions House 43 Maryport Street, Usk, NP15 1AD	Module 6 - Local Government Finance
23/01/2019	Wednesday	The Sessions House, 43 Maryport Street, Usk, NP15 1AD	Module 12 - Community/Place Planning
11/02/2019	Monday	Undy Church & Community Hall, Church Road, Undy, Caldicot, NP26 3EN	Module 15 - Information Management
20/02/2019	Wednesday	The Sessions House, 43 Maryport Street, Usk, NP15 1AD	Module 19 - Devolution of Service / Community Asset Transfer
07/03/2019	Thursday	The Sessions House, 43 Maryport Street, Usk, NP15 1AD	Module 16 - Use of IT, Websites & Social Media
25/03/2019	Monday	Undy Church & Community Hall, Church Road, Undy, Caldicot, NP26 3EN	Module 6 - Local Government Finance

1.4. BCW 2018 Review of Parliamentary Constituencies in Wales

'The Boundary Commission for Wales has today submitted its Final Recommendations Report for the 2018 Review of Parliamentary Constituencies in Wales. The Report has been submitted to the Minister for the Cabinet Office pursuant to Section 3 of the Parliamentary Constituencies Act 1986, as amended. The recommendations take careful account of all representations made to the Commission throughout the Review. The Commission has recommended constituencies that in its opinion, best gives effect to the Rules in Schedule 2 to the Act.

The Commission has asked the Government to ensure they let us know immediately once the report has been laid Parliament so that the Report can be published on the Commission website and portal. Once the Government has laid the Report in Parliament, The Commission will publish its Final Recommendations on its website. There will not be a distribution of hard copies of the Report and maps but they will be available to download, and the recommended boundaries will be overlaid on the interactive map on the portal.'

2. CORRESPONDENCE - MONMOUTHSHIRE COUNTY COUNCIL

2.1 Response to issues

Well-being and future generations plan, following Welsh Assembly workshop 17.7.18	<input checked="" type="checkbox"/> SK 14.8.18 (P&R)	Agreed Mayor and Clerk to attend meeting with Mon CC 20.8.18 - update on agenda
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2.2 New builds at Oakley Way

'I understand that the developer has already been in touch with you about the new road being built at Oakley Way.

It has been decided, after consultation, that Oakley Crescent will be appropriate so this is how we will be naming the new road.'

2.3 Understanding Community Infrastructure Levy Training

'Thursday 18 October 2018 - 10:00 – 16:00 Caerphilly Golf Club, CF83 1HJ

Local Councils and Community Groups - £35.00

This event will:

Explain what CIL and Section 106 contributions and how these are implemented.

Identify how CIL is progressing across Wales

Describe how developers approach development finance and viability and allow local communities and representatives to understand the financial demands of development

Explore the value that the processes can bring to the planning system and local communities in Wales.'

2.4 Easy Read Delivery Agreement – Local Development Plan

'Please find link to Delivery Agreement which provides the timetable agreed with the Welsh Government for the preparation of the Revised Local Development Plan, along with a Community Involvement Scheme setting out how members of the public and other interested groups can contribute to the preparation of the Revised Plan. There is an easy to read version of the Delivery Agreement and sets out how and when the Council are going to prepare the revised LDP and how you can have your say: <http://www.monmouthshire.gov.uk/planning-policy/delivery-agreement>'

2.5 S106 Community Facilities and Aspirations

'As you may be aware, there have been some changes recently to the regulations relating to section 106 agreements. As you will know, s.106 agreements assist in mitigating the infrastructure demands of new development. They are useful arrangements to overcome obstacles which may otherwise prevent planning permission from being granted.

Until recently, local planning authorities were able to make broad agreements with developers as to the general areas for which contributions would be sought and the sums involved, with the detail of precisely where and how the money would be spent often determined at a later point. This has changed and we are now required to make detailed requests at the pre-application stage. In practice this now means that any requests for contributions from developers towards community facilities need to be turned around within a very short timeframe – often only ten working days.

*In order to make sure that the Council properly understands and reflects local community aspirations in the negotiation process we need to ensure that we have an accurate and up to date knowledge of potential local projects. **We are therefore asking for all town and community councils in Monmouthshire to compile registers of existing and potential community projects and aspirations in their localities.** Ideally, these registers should comprise up to ten projects, although if there is a compelling case for including more then this might be acceptable.*

The register could be based upon existing knowledge held by community councils, or this might be an ideal opportunity for councils to engage with their communities to collectively understand the full range of local priorities. Any case for s.106 funding is more compelling where there is clear evidence of community need or interest in a particular proposal and it would be very useful if any projects included in registers could also explain this evidence base. If local councils would like support in carrying out this exercise then the MCC Community and Partnership Development Team are very happy to provide this (contact details at the end of this email).

There is no rigid definition of what can be requested from developers in terms of community facilities, only that contributions may be used to offset the infrastructure demands of development. They should help meet local needs, or to secure benefits which will make development more sustainable. Examples of community projects or infrastructure that might be eligible for funding include:

- *creation or enhancement of community centres or village halls,*
- *walking or cycling infrastructure to improve local connections,*
- *local time-banking projects to support community integration, where residents are supported to share their skills and talents with one another,*
- *improvements to play facilities.*

This is not intended as an exhaustive list, but rather to give a flavour of the types of community facilities and infrastructure which might be put forward for support from developers. The register itself would not necessarily be the only point of reference when seeking developer contributions, but it would be an extremely helpful starting point for us to understand the community's priorities.

I hope this will be a helpful opportunity for collaboration between the county council and local councils, with the potential to bring about real community benefits. Should you require any further information please don't hesitate to contact either me or your local Community and Partnership Development team lead.'

2.6 Planning Application DM/2018/00880 (Response to member of public)

'Thank you for your email dated 23rd August 2018. Please accept my apologies for the delay in replying to you.

You are quite right: Planning Policy Wales states that applications for residential development must be notified to the Welsh Government if they exceed 150 dwellings (which this scheme does not) or 6ha in area (which this scheme does, due to the large open space area to the north of the site that lies within the application site as denoted by the red outline: the development area itself is approximately 4.5ha). Given that the application site exceeds 6ha, if Planning Committee resolves to grant planning permission for this development, we will notify the Welsh Government as required by PPW. The Welsh Government then has a period of time to consider whether or not to call the application in for determination by Welsh Ministers, or allow MCC to make its decision. As stated during the meeting, call-in decisions are normally only for matters of more than local importance: however that is a decision for WG in due course.

For your information, I expect this planning application will be presented to our Planning Committee on either 2nd October 2018 or 6th November 2018.'

2.7 Green Infrastructure Proposals for Caldicot – Cabinet Decision 5.9.18

MCC Cabinet Decision 5.9.18:

That a capital budget of £57,000 be created in 2018/19 under the existing Capital budget project code 97370 to fund the Caldicot Green Infrastructure Corridors Project and that this is funded in part by a contribution of £27,000 from the Section 106 balances held by the County Council in respect of the Asda supermarket development in Caldicot (Local Walking and Cycling element) and a further contribution of £30,000 from the Welsh Government's Green Infrastructure Capital Fund.

2.8 Welsh Targeted Regeneration Investment Programme 2018-21

MCC Cabinet Decision 5.9.18:

That Cabinet approves the final draft of the CCR Regeneration Plan (20182021), specifically the regeneration proposals for South East Severnside circa £10M, following submission to Welsh Government, in order to facilitate delivery of the Welsh Government's Targeted Regeneration Investment (TRI) Programme 2018-21.

That Cabinet agrees the submission of a Project Development Funding Application (circa £147,000) to support the delivery of the wider regeneration proposal.

That Cabinet approves the associated spend from within the current MTFP, using Section 106 monies and in kind staff time as match funding – 50% requirement for the Project Development Funding Application. This will facilitate the delivery of the Project Development Activity as per spend profile (Appendix B).

That authority is granted to enable Officers to further develop Monmouthshire's proposals with a view to bringing forward additional schemes to Cabinet for further consideration and funding at the point of readiness

2.9 Caldicot Area Town and Community Cluster Meeting Notes 21.5.18 and 12.9.18

'Caldicot Area Town and Community Council cluster meeting notes 21st May 2018'

Appendix 2 + 5

2.10 Road Safety Workshop

'No doubt you all get correspondence about road safety and for rural members in particular I suspect speeding is often raised by residents. Coupled with this are various social media campaigns to reduce speeding in various villages and along various routes.

Some time ago a member/officer working group was established to examine what might be done to improve road safety and speeding in particular.

The group included county councillors and officers from MCC, Gwent Police and the Safety Camera Partnership (Go Safe).

It is fair to say that the exercise has dragged on with debates ranging from the feasibility of introducing a 50 mph speed limit throughout the county to how do we manage specific demands for example extending a 30 mph speed limit by maybe as little as 100 metres.

Part of the complexity surrounding the project was knowing quite what we are trying to solve given Monmouthshire's accident record but also to arrive at a process that can be applied consistently by the agencies involved.

One of the problems encountered has been the complexity arising from the differing roles and policies adopted by the three bodies involved (Council, police and Go Safe) and hence the lack of a co-ordinated process which all three bodies might adopt.

It has not been unusual for campaigners to approach all three bodies and the lack of a 'joined up' approach has caused frustration for some irrespective of the outcome.

Therefore in conjunction with Gwent Police and the Safety Camera Partnership (Go Safe) the Working Group has developed a draft process by which all speed related and road safety enquiries will be assessed. This workshop is convened to allow county councillors and two representatives from each community and town council to examine the process and comment accordingly. Subsequent to this and any amendments we will invite members of campaign groups and others that have shown interest to a further consultation/workshop event (likely to be two evening events – one North and one South) and members will be welcome to also attend these events.

We also hope to have a draft road safety strategy available for you to discuss as part of the workshop (this will be forwarded prior to the workshop).

This workshop is scheduled for 10.00 a.m. on 5th October. We have been unable to find a suitable venue in the centre of the county so if you do not hear to the contrary the workshop will take place at the Shire Hall, Monmouth.

There will be flexibility about the timing of the workshop but it will follow this format:

1. Welcome, introduction and background (20 minutes):

Cllr Bryan Jones – Cabinet member for Operations, Roger Hoggins – Head of Operations

Members split into tables and consider the following subjects – feedback from each table after each workshop (30 minutes each)

Workshop 1: A draft process to manage speed related concerns

Workshop 2: The Criteria to justify the undertaking of Speed Analysis

Workshop 3: MCC's Draft Road Safety Policy

Workshop 4: Community Involvement

Sum up and Next steps (20 minutes)

To community and town council contacts, there is an opportunity for your members to attend the wider consultation exercises mentioned above (North and South) but at this first workshop we would like to also offer your councils the opportunity to contribute to the development of the process and strategy. In order that we can manage the event would you please let Sadie know if your council will be represented and whether one or two will be attending by Monday 1st October.'

2.11 CCTV Working Group Agenda – 4.10.18

Appendix 6

3. CORRESPONDENCE - OTHER

3.1 Caldicot Events Committee

Invite to annual switching on of the Christmas lights in the town centre – Friday 30th November.
Children’s choirs, stage acts, trade and charity stalls, Santa grotto and reindeer
Thanks to Town Council for sponsorship.

3.2 St Mary’s Church Caldicot

Invite to charity coffee morning in aid of MacMillian cancer at Caldicot Castle on Friday 28th September.
Cakes and tea and coffee, bric-a-brac stall, large raffle, harp and local Ukelele band.

3.3 Active Travel Act Summer 2018 (Sustran Volunteer)

Report on 2018 Active Travel Act volunteer work in Caldicot

Appendix 3

3.4 Caldicot Town Team

Agenda 5th September 2018, Minutes 9th May 2018, Minutes 4th July 2018

Appendix 4

3.5 Monmouthshire Borough Forum Public Meeting 5.10.18

‘The next Aneurin Bevan University Health Board Borough Forum Public Meeting has been scheduled to take place on Friday 5th October, 2018 between 2pm and 4:30pm and the event will take place at Shire Hall, Agincourt Square, Monmouthshire NP25 3DY. The Executive member that will be in attendance at this meeting is Peter Carr (Director of Therapies and Health Science) and the topics for discussion will be Community Pharmacies and Public Health.’

TALK HEALTH

YOUR VOICE MATTERS

Would you like to be part of a conversation about NHS services for the people of Monmouthshire?

We are inviting people from the area to attend a local meeting to discuss health services, and hear how they will be developed over coming years.

Please register if you wish to attend

When	Friday 5 th October 2018 2.00pm – 4.30pm
Where	Shire Hall Agincourt Square Monmouth Monmouthshire NP25 3DY
How	☎ Adele Skinner on 01633 435908 ✉ Adele.skinner@wales.nhs.uk

Please let us know when you book if you have any particular communication, access or travel requirements

3.7 Recipient of Citizen Award – J Richards

'I wish to thank Caldicot Town Council for the excellent presentation evening and buffet on 11 September 2018. I was very surprised and pleased to receive a Citizen Award. The recognition from yourselves has made the little bit I do to keep Caldicot tidy even more personally rewarding. Many thanks once again to you all.'

4. SUBSCRIPTIONS and PUBLICATIONS

To note Subscriptions and Publications - available Town Council Office:

- **GAVO Voluntary Voice – Summer 2018**
- **OVW Monmouth/Newport Area Committee & AGM 19th July 2018 Minutes**
- **OVW Bulletin August 2018**
- **Clerks and Councils Direct – September 2018 Issue 119**
- **ICCM – Autumn 2018**
- **SLCC The Clerk – September 2018**
- **Allotment and Leisure Gardener – Issue 3 2018**

*For further information please contact Caldicot Town Council
Telephone/Ffôn: (01291) 420441, Fax/Ffacs: (01291) 431139
e-mail/e-bost: towncouncil@caldicottc.org.uk
website/gwefan: www.caldicottc.org.uk Facebook: Caldicot Town Council*

Independent Review Panel on Community and Town Councils in Wales

Outline Findings and Recommendations

Community and Town Councils: What they are

Finding	Recommendation
<p>1.1 The case has been made to retain Community and Town Councils on the grounds that they can:</p> <ul style="list-style-type: none"> • provide / commission services • represent and influence • enable others to act • be a communications channel to and from the community. <p>Key features of a Community and Town Council, which other models of community governance do not provide, are that they operate at a very local level and are democratically accountable.</p> <p>This is particularly important in the context of wider Local Government Reform.</p> <p>Because of their nature, their statutory basis is necessary for their role.</p>	<p>We believe a system of Community and Town Councils should be retained.</p> <p>While we felt that there were defects in the current system replacing the model as a whole would be difficult as there is no one alternative solution that would fit across Wales.</p> <p>This does not mean that community councils should continue as they are – we believe there is scope to be radical in how they operate in future.</p>
<p>1.2 <u>All</u> areas should be supported by a Community and Town Council.</p> <p>Unless universal coverage is achieved, if the role envisaged for Community and Town Councils is to be realised there will be areas of unmet need. Every effort should be made to ensure local communities are aware of the benefits of having a Community and Town Council.</p> <p>There are challenges in existing Community and Town Councils regarding attracting an appropriate number of individuals to stand for election so more needs to be done beyond just establishing Community and Town Councils in all areas across Wales.</p>	<p>We are of the view that universal coverage is important and preferable and the foundation of other recommendations. We would expect Welsh Government to make every effort to encourage, promote and support local communities which do not currently have councils to establish them.</p>
<p>1.3 A strength of Community and Town Councils is that they are locally based and have a natural sense of community.</p> <p>We believe it is not for us as a Panel to draw lines on a map, or to propose an arbitrary</p>	<p>We believe there should be a comprehensive review of boundaries of Community and Town Councils without delay to ensure community areas fit the current and future needs of their community and the future role envisaged</p>

	<p>reduction in numbers. It is right that boundaries are relevant and fit for purpose in order to correctly serve the local community.</p> <p>However, some of the present boundaries of Community and Town Councils are no longer right to best serve their communities, for example reflecting recent housing developments. There is a requirement for Local Authorities to regularly review community council arrangements, but that this isn't always fulfilled.</p> <p>We also do not believe that some Community and Town Councils will be sustainable or be able to fulfil the role we envisage for them if they remain as they are. Many Community and Town Councils will need to work together to fulfil the role envisaged in later findings. Some Community and Town Councils may choose to merge to play that role.</p>	<p>for them arising from later findings.</p> <p>Community areas should then be reviewed on a regular basis to make sure they continue to make sense as areas (and needs) change and develop.</p>
1.4	<p>There is significant variation between Community and Town Councils across Wales, not just in function but capacity and capability too.</p> <p>There are different sizes of Community and Town Councils, ranging from the very small 'micro' Community Councils to very large Town Councils.</p> <p>They also operate differently, for example, in terms of the formality of governance. Some Community and Town Councils currently deliver services. Some are purely focussed on representing their community. Each has its value.</p> <p>In the context of this review the main distinguishing factor is whether they are able (have the capacity and capability) to fulfil the role envisaged by us.</p> <p>We are not prescribing an arbitrary threshold for this, either in terms of geography, population or income, though all of these will impact on a councils ability to operate.</p>	<p>We believe that every council should play the same role that we outline elsewhere but have the scope to play that role differently whether they choose to:</p> <ul style="list-style-type: none"> • Deliver it themselves • Group together to deliver • Commission services from other Community and Town Councils or their Local Authority or Third or Private Sectors. <p>We believe every Community and Town Council should be expected to meet the criteria for exercising the General Power of Competence.</p>
1.5	<p>Community and Town Councils are part of the wider Local Government landscape. It is important for them to work effectively and collectively with Local Authorities.</p>	<p>Positive, meaningful and equal engagement is required between Community and Town Councils and Unitary Authorities.</p>

	<p>Too often these relationships feel forced and Community and Town Councils are seen as 'pests not partners'. Community and Town Councils and Unitary Authorities should be equal partners and are not accountable to each other.</p>	<p>Later recommendations suggest how we believe this is best achieved for the benefit of communities across Wales.</p>
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Community and Town Councils: What they do

Finding	Recommendation
<p>2.1 There is a need for greater clarity on the purpose and role of Community and Town Councils, guided by the principle of what can be done <u>better</u> locally.</p> <p>There should be a clear distinction between what a community and town council is responsible for and what the local authority is responsible for. This will provide clarity for the public and drive change.</p> <p>Community and Town Councils should, by and large, be responsible for all 'place based' services and Principal Councils should be responsible for 'people based' or regulatory or strategic services (such as education, social care and environmental health).</p> <p>We have determined that 'place-based' should be any (mainly discretionary) services that helps the social, cultural, economic & environmental, and physical wellbeing of the community which can be linked to a place and can vary from place to place, rather than people based or regulatory services that are more likely to need equitable service across the country.</p> <p>We recognise there will be variations where the margins between the two are not always clear, nevertheless, we feel it provides clearer separation between the role of Community and Town Councils and local authorities.</p>	<p>We expect place based services to become the responsibility of Community and Town Councils. We recognise there will be need for a transition period however we believe this process should start as soon as possible.</p> <p>Universal coverage of local councils with suitable capacity and capability is an implicit requirement of this.</p>
<p>2.2 It is vital for Community and Town Councils to have the ability to do whatever they think is best for their community – above and beyond delivering the place based services described above.</p> <p>Community and Town Councils should have the ability to undertake additional activity which is supplementary and complementary to other 'people' based services provided by the local authority (rather than taking over the role) providing this is based on local want and need.</p> <p>For example, Community and Town Councils have a key role in supporting the implementation</p>	<p>Community and Town Councils have a clear role to improve the well-being of people in their areas and should not be constrained from doing anything they deem required by their community.</p>

	<p>of Social Services and Wellbeing Act by providing basic information and support in their communities.</p> <p>In their role as an enabler of community activity, Community and Town Councils are often an incubator for unique ideas / solutions and this should be supported.</p>	
2.3	<p>Community and Town Councils must have the necessary powers for them to undertake this envisaged role.</p> <p>While it is clear there are some powers missing from the framework of powers available to Community and Town Councils we do not feel it would be prudent to attempt to list and address each of these powers separately, given the scope for any set of powers to become outdated.</p> <p>With the forthcoming introduction of the General Power of Competence, and intention to make this available to councils which meet certain criteria, we believe this will provide the legislative power needed for Community and Town Councils to fulfil the role envisaged for them.</p>	<p>We believe there should be greater clarity on the powers available to community and town councils.</p> <p>We call upon all Community and Town Councils to be working towards meeting the criteria to be able to exercise the General Power of Competence and think it is reasonable to expect them to achieve this within the next three years.</p>
2.4	<p>There is a key role for Community and Town Councils continuing to act as a local voice of the community. Community and Town Councils are not a 'lesser' tier of Local Government but the closest tier to communities.</p> <p>Their local knowledge is crucial and being a local advocate for decisions / advice to other partners (including Local Authorities, Public Services Boards, Welsh Government and other community organisations) is a key role they could and should play.</p> <p>A key function of Community and Town Councils should be as a provider of all types of information for their communities and to become a local hub / play a signposting role. They are ideally placed to be the hub of their community and should be the key mechanism by which information is shared.</p> <p>In relation to the Wellbeing of Future</p>	<p>Community and Town Councils should have a stronger voice in helping to shape their areas.</p> <p>We recommend that an explicit duty to represent is explored to give formal weight to the voice of community and town councils.</p> <p>We also believe that a duty to provide information should be considered.</p> <p>We recommend that while they should not be subject to the full well-being duty all Community and Town Councils should be required to act in line with the Sustainable Development Principle (the five ways of working).</p> <p>We recommend that Community and Town Councils – or a representative of them – should become a statutory invited</p>

	<p>Generations Act, it currently applies in a limited way to community and town councils (with a duty on larger Community and Town Councils to take reasonable steps towards delivering the local well-being plan for their area). If we are to truly benefit future generations, Community and Town Councils play a vital role in improving well-being and this should be recognised.</p> <p>While we know some PSBs have sought representation from community and town councils in their work we are conscious that Community and Town Councils have no formal role on a Public Service Board and believe this should be rectified.</p> <p>To be able to play this role Community and Town Councils need to have the democratic mandate to do so and we come to this later.</p>	<p>participant on all PSBs.</p>
2.5	<p>To be good at the above, Community and Town Councils should play an active role in engaging and consulting their communities.</p> <p>While there are examples of good practice in this area this is not universal and currently Community and Town Councils have no duties in relation to engaging or involving their communities.</p> <p>We believe there should be set standards and principles all Community and Town Councils should follow in terms of Community Engagement.</p>	<p>To enable Community and Town Councils to truly represent their communities, we recommend that Community and Town Councils have a duty to engage and are supported in doing this appropriately.</p> <p>This should be combined with a requirement to set out what they intend to do, and to report on what they have done. Further detail on how we think this could be achieved is in the last theme.</p>

Community and Town Councils: How they do it

	Finding	Recommendation
3.1	<p>Community and Town Councils need the capacity and capability to play the role envisaged. Many do not have this capacity and capability currently.</p> <p>Community and Town Councils fall into two categories, those who can independently fulfil the role envisaged for them and those who cannot.</p> <p>There are a range of different models through which Community and Town Councils could chose to deliver place based services. They could:</p> <ol style="list-style-type: none"> 1) If they are large enough, chose to deliver services themselves. 2) Commission these services from their Local Authority or another larger Community and Town Council or Third or Private sectors 3) Work together with Community and Town Councils in their area to deliver services. <p>There is a distinction between <i>organising</i> to deliver, and the <i>actual delivery</i>. For example, smaller councils may come together to deliver the role and then choose either direct delivery or to commission it.</p> <p>There also is a distinction between 'self-contained' services which could be delivered discretely by a community council and 'cross border' services where the service or asset may sit within one council area but would be used by surrounding councils.</p>	<p>We do not believe we should prescribe how Community and Town Councils choose to take on this role – they should have the flexibility to determine which delivery model works best for them.</p> <p>To support and encourage Community and Town Councils to work together we believe the Welsh Government should look at mechanisms and incentives to encourage collaboration such as match funding to deliver a joint collaborative project or legal assistance with formal collaborative arrangements.</p> <p>We also believe there should be guidance and support available, including sharing of good practice, to support community and town councils in choosing the best delivery model for them.</p>
3.2	<p>Community and Town Councils need to be professionally supported through qualified and independent staff.</p> <p>The clerk is a key source to advice to a Community and Town Council and it is vital the clerk is properly equipped to play that role both in terms of expertise and time. We have heard that they can be exposed and isolated.</p> <p>There is a current contradiction and conflict where clerks are employed by a Community and Town Councils and a key function of the clerk role, as the proper officer, is to ensure councils</p>	<p>We recommend all clerks must hold a professional qualification and CILCA should be the expected minimum qualification.</p> <p>We believe Welsh Government should contribute to the costs associated with achieving this qualification.</p> <p>We recommend that clerks should be appointed from an approved national list. This can ensure all clerks have the expected accreditation before being employed by a Community and Town</p>

	<p>and councillors operate within their legal powers.</p> <p>We believe that if clerks operated as part of a 'pool' it could provide them with them with peer support as well as offer opportunities to standardise approaches (such as to terms and conditions); provide more scope for flexibility of support across councils; and enable career progression.</p>	<p>Council as well as providing a mechanism for supporting clerks.</p>
3.3	<p>Even with our recommendation above, we know there is still a gap in knowledge in relation to expert advice and support for Community and Town Councils. There is a need, in certain instances, for Community and Town Councils to be able to draw on professional expert advice and support.</p>	<p>We believe there is a need for this advice and support to be provided on a national basis, to ensure consistency, accuracy and efficiency of advice.</p>
3.4	<p>Community and Town Councils have the power to raise precept and shouldn't be reluctant to do so where a clear case has been made through local conversation with their electorate.</p> <p>There are cases where precept, even when increased, would not be sufficient to sustainably fund services.</p> <p>When services are transferred from Local Authorities to Community and Town Councils, there is an expectation that an agreement is found in relation to funding. We know this does not happen and often Community and Town Councils are asked to take on liabilities without support.</p> <p>The presumption should be that where community and town councils take on place based services the funding/income associated with them comes with them.</p> <p>There are many different avenues to explore in relation to additional funding for Community and Town Councils including:</p> <ul style="list-style-type: none"> • Through existing funding sources (e.g. raising the precept, ability to borrow, power to charge for a discretionary service) • New access to funding sources (e.g. eligibility for grants, power to trade) • Redistribution of funding to local government (e.g. receiving proportions of non-domestic rates and council tax; Community Infrastructure Levy) • Additional funding (e.g. local taxation, direct 	<p>Community and Town Councils should be made aware of, and have increased access to, alternative sources of funding.</p> <p>We believe that when Community and Town Councils take on a service or function from a principal authority, that the funding (including capital or reserves) comes with the service. In addition, any place based income generated should be received by the community. We recommend Welsh Government should explore how this can best be achieved.</p>

	funding from Welsh Government)	
3.5	<p>The role of a Community and Town Council councillor is changing. We know many Councillors think of themselves as volunteers, when they are elected members. As elected members, they have to meet the standards expected of them around the Code of Conduct and adhering to the Nolan Principles.</p> <p>Evidence has told us that some councillors are willing to attend regular training, where as some are more reluctant.</p> <p>A lot of evidence and strong views has been received both in favour of, and against party politics. It is not for this Panel to decide whether politics should be involved in this tier of local government.</p> <p>There are many councillors who are 'dual-hatted', both a Community and Town Council Councillor and a Councillor for the principal authority. Again the Panel has heard a lot of evidence and strong views has been received both in favour of dual-hatted members.</p>	<p>We agree with the steps taken by the Independent Remuneration Panel for Wales to reinforce that Councillors are elected members.</p> <p>We believe there should be a clearer description of what the 'ask' of a councillor is in light of the new role for councils we have set out.</p> <p>We recommend that Welsh Government ensures a core package of training is mandatory for all councillors as a requirement for acceptance of office and that this mandatory training is repeated regularly (every election term). This should include:</p> <ul style="list-style-type: none"> • <i>Code of conduct</i> • <i>Induction (covering role / expectations)</i> • <i>Being an employer</i> • <i>Health and safety</i> • <i>Finance (core basic requirements)</i> • <i>Planning (including the requirements of completing a planning response)</i> <p>We call upon Welsh Government, Community and Town Councils and Councillors themselves to ensure all councillors are fully trained and have a training plan.</p> <p>We believe that whilst having dual-hatted members can help engagement but it can cause conflicts of interest, as well as constraining the democratic pool and causing confusion. For these reasons, we recommend against dual-hatted members and that County Councillors regularly attend Community and Town Councils within their wards (in ex-officio capacity) to ensure engagement.</p>
3.6	<p>It is important that councils are nimble. Full councils should be focusing on strategic decisions and using a committee system to take forward the detail.</p>	<p>We call on Community and Town Councils to be nimble, agile and strategic in the way they serve their community (for instance they should have the ability to issue summons and papers electronically).</p>

	<p>The internal organisation and functions of a Community and Town Council are not always fit for the 21st century. Community and Town Councils should have the flexibility to operate to meet community needs.</p> <p>To enable them to focus on the core business of the council there are opportunities to share 'back office' functions including but not exclusively to HR, Payroll, Finance etc.).</p>	<p>We recommend that all local councils should set out Scheme of Delegation with the aim of achieving faster decision making at a level appropriate to scale and implications of the decision.</p> <p>We believe Community and Town Councils should have the choice and flexibility to operate to suit their community's needs. We recommend Community and Town Councils explore digital mechanisms to aid ways of meeting.</p> <p>We also recommend that Community and Town Councils should look to share back office functions (including but not exclusively to HR, Payroll, Finance etc).</p>
3.7	<p>Community and Town Councils must work closely and have strong relationships with partners in the area to benefit the community. 'Collaborate not compete'</p> <p>In particular, there is a need for a better relationship with LAs. It is important that community councils have access to the right people to speak to.</p>	<p>We recommend that all Local Authorities should have regular partnership forums with Community and Town Councils based on equal partnership in a common goal.</p> <p>There should be meaningful charters, or other ways of formalising the relationship, in place.</p> <p>In addition, Local Authorities should have a dedicated liaison officer for liaising with Community and Town Councils in the region.</p>

Community and Town Councils: How they are held to account

	Finding	Recommendation
4.1	<p>It is important that Community and Town Councils are accountable for their actions – they raise and spend public money and run public services. Democratic accountability is a main feature of their role and this should be strengthened.</p> <p>Ultimately Community and Town Councils are held to account by their public and the ballot box.</p> <p>Not all members of a Community and Town Council are elected, many are co-opted. This calls into question the democratic mandate of the council. There was a noticeable lack of candidates in the 2017 elections. There are significant challenges, as outlined above, in attracting more candidates.</p> <p>We have heard that some Community and Town Councils are consciously avoiding the cost of holding an election by ensuring they have the right number of candidates for seats available.</p>	<p>We believe that elections should be called regardless of whether seats are contested. Consideration should be given to the financial implications of this for councils.</p> <p>To ensure democratic accountability, we recommend that Councillors cannot be co-opted for more than a one consecutive term.</p> <p>To support candidates in standing for election, we recommend Welsh Government explore a free post for Community and Town Councils, allowing election literature to be delivered post free to electors. We recommend that this should be in the form of one item of literature per candidate for each household.</p> <p>We also recommend that Welsh Government support vibrant elections with a national campaign encouraging people to step forward to represent their communities.</p>
4.2	<p>There is a lack of diversity amongst current Community and Town Council councillors, in terms of age as well as gender and BME representation. A Community and Town Council cannot be truly representational unless it reflects the diversity of its community.</p> <p>There is ongoing work to consider decreasing the Voting Age nationally. We would be supportive of this.</p>	<p>We believe more should be done to encourage diversity as part of the national campaign to encourage involvement in elections.</p> <p>We also recommend that if the national voting age is lowered to 16, the age you can become a Community and Town Council Councillor should be lowered to the same age.</p>
4.3	<p>There is a lack of visibility of the work of Community and Town Councils.</p> <p>There is a significant need to increase awareness of their existence and work within their communities, as well as a need to engage with communities when making decisions.</p> <p>Community and Town Councils should all publicise and engage with their communities on</p>	<p>We believe, Community and Town Councils should be legally required to hold at least one public (community/town) meeting per year.</p> <p>We believe that local councils should follow a cycle of engage, plan, undertake and report.</p> <p>We recommend that all Community and</p>

	<p>their work – engagement is a key function and feature of their role.</p> <p>There are good examples of where the community has been engaged in decision making (through annual reports, town meetings etc.), but there are areas where this is lacking and more needs to be done.</p> <p>Community councils should be setting out what they intend to do over the coming year as part of their budget decisions.</p>	<p>Town Councils should provide an information leaflet with their precept notification, setting out what their plans for the year are.</p> <p>Furthermore, all Community and Town Councils should have a duty to report annually explaining what they've achieved over the last year and what they are planning on spending the future year's precept on.</p> <p>We would like to see councillors as well as councils being held to account, by providing summary reports to their electors on what they have achieved. As a minimum, councils should be required to publish their attendance record in the same way as it published their remuneration record.</p> <p>Finally, Community and Town Councils should look to involve their community on an ongoing basis. We recommend Community and Town Councils utilise social media as a key mechanism by which to achieve this.</p>
4.4	<p>Appropriate governance structures need to be in place to hold Community and Town Councils to account.</p> <p>It is important that Community and Town Councils are accountable for the public money they spend and that this is managed well.</p> <p>We believe the current audit regime is proportionate to the amount of money involved.</p>	<p>We believe that the audit regime developed by the Wales Audit Office is proportionate for Community and Town Councils.</p> <p>Despite this, many Community and Town Councils fail audit on basic issue each year. We recommend more support is provided to smaller Community and Town Councils in order to help them fulfil audit requirements.</p>
4.5	<p>A lot of evidence has been received about the conduct of some councillors, not being desirable for an elected member, appropriate behaviour towards staff.</p>	<p>We believe the standard process for complaints about code of conduct is sufficient and this should remain in place.</p> <p>We believe that compliance with the Code of Conduct will be better enforced by the mandatory training mentioned in an earlier recommendation.</p> <p>We recommend that for the protection of other councillors, and of staff and for</p>

		<p>conductive running of the council that current behaviour is considered as being a factor in 'Qualification for Office', in particular current legal orders or sentences relating to unacceptable behaviour.</p>
4.6	<p>There is a lack of powers to formally support, and in a last resort, intervene in a community or town council if it experiences service or corporate failures. This becomes more significant particularly if they are to take more of a place based service delivery role envisaged for them.</p>	<p>There should be some degree of safeguarding measures in place but this responsibility should reside with the Welsh Government as Community and Town Councils are not subservient to Local Authorities.</p> <p>We recommend, the emphasis should be on support, with intervention only as a last resort, and should be proportionate to the services delivered by the Community and Town Council.</p>

Note of Caldicot Area Town and Community Council Cluster Meeting, 21st May 2018Caldicot Community Hub

Present:

Brian Counsell	Caerwent Community Council
Dave Evans	Caldicot Town Council
Jeff Williams	Caldicot Town Council
Phil Murphy	Caerwent Community Council
Sally Bailey	Magor with Undy Community Council
Carol Carne	Portskewett Community Council
Tony Easson	observing
Debra Hill Howells	Monmouthshire County Council
Judith Langdon	Monmouthshire County Council

Apologies:

Donna James	Magor with Undy Community Council
Paul Matthews	Monmouthshire County Council

Notes of last meeting and update on communication

Debra Hill Howells welcomed everyone to the meeting.

All action points from the previous notes had been implemented. It was queried whether weed killing had been undertaken on the cycle path between Caerwent and Five Lanes.

Action - JL to check if weed killing has happened.

Debra gave an update on the town centre regeneration plans that had been reported at the last meeting. It was emphasised that MCC remained fully committed to progressing the plans that had been presented to the cluster and that a bid for Welsh Government funding support through the Targeted Regeneration Investment fund was likely to be submitted soon. There had been some delays to the timetable due to a need to resolve the role of the Regional Board in the governance process, but the list of themes for the region has now been agreed by the board. It was also noted that Welsh Government finance was not the only possible funding vehicle for the proposals.

Those in attendance noted that they were generally satisfied with the single point of contact communication system for town and community councils.

Planning for School Places

A statement explaining the council's process for planning for school places was circulated (attached to the minutes).

There was a feeling amongst those present that schools in the area – particularly primary schools – had very little capacity and consequently many families were unable to get their children into their catchment school, with some children being bussed considerable distances (e.g. Portskewett to Undy).

The known forthcoming housing developments in the Severnside area were also discussed.

It was agreed that more information in response to specific questions would be helpful. The information that was requested was:

- A copy of the school admissions criteria
- Numbers currently on roll for each school in the Caldicot and Chepstow cluster area
- Information on any education s.106 contributions that were secured as a result of the Sudbrook development and how these are intended to be used.

Action – JL to seek information and report back to cluster group

S.106 process and community aspirations

Jude explained that changes to the S.106 process meant that local authorities were now required to specify their exact requirements for community facilities at the pre-application stage; previously it had been possible to request a sum at the point of agreeing the S.106 agreement and determine exactly how it would be spent at a later point.

The practical implication of this was that the authority would often have as little as two weeks to specify community facilities requirements and as such would need to maintain an accurate and up to date knowledge of community aspirations in different areas.

There was a discussion on the merits of developing community plans for each area, to be led by the community councils in partnership with the wider community.

It was agreed that as an immediate measure it would be helpful for JL (or Mark Hand) to write to all town and community council clerks to explain the situation and to ask them to develop an initial list of potential community projects for their areas.

Action – JL to liaise with Mark Hand to arrange a communication to all town and community councils

Wellbeing Objectives

JL briefly recapped the Wellbeing Objectives that had been adopted for the county by the Public Services Board. In order to better understand the current and future role of town and community councils in delivering the objectives, the group identified the following projects and ideas:

Give children and young people the best possible start in life

Doing Now:

Supporting holiday play schemes

Support specific sports activities (e.g. tennis, football)

Maintaining play areas

Youth club assistance

Support youth organisations

Keeping areas clean (dog fouling, litter picking)

Contribute to Youth Zone

Contribute to summer playschemes

Youth groups

Would like to do:

More of the above!

Better links with youth (e.g. attending council meetings, linking with schools)

Address the challenges of demographic change

Doing Now:

Public rights of way network – allowing people to stay active

Support village halls – local hubs of community activity where people can be active and supported

Financial support for football / athletics / sports (allowing people to come together and to be physical active)

Dog bins

Support for Citizens Advice Bureau

Best Kept Village – community/keeping people well

Maintain public conveniences

Contribute to community lunches for OAPs

Provide delegates for primary schools

Would like to do:

Traffic calming

1914-18 commemoration

Protect and enhance our natural environment and minimise the impact of climate change

Doing Now:

Maintaining cemeteries

Dog bins

Trustees of playing fields / bowls club / football club

'Green lungs' of Caldicot

Grass cutting

Planters

Would like to do:

Reduce speed limits throughout Caldicot

Create pollinator friendly planters

Connect a scheme from Sudbrook to Gray Hill to showcase the botanical specimens of the region

Village halls as sites for community energy projects (e.g PV cells on roof)

Communities and businesses to be part of an economically thriving and well-connected county

Doing Now:

Events in Caldicot – Carnival, fireworks

Magor Village show

Firework displays

Village show

Frost Fayre

Christmas Trees

Would like to do:

Would like to develop compound on King George V Playing Fields as a community facility

Would like to see a children's nursery in Portskewett

Linking local tradespeople to communities via social media (need guidance on how to do this without falling foul of regulations – JL to liaise with Chepstow Town Council and Garden City Group re their experiences)

Action – all those in attendance to feed back the above to their respective councils and seek views on any potential projects they would like to take forward (either from those listed or others). This could be as a standalone project or seeking to deliver in partnership with others.

Caldicot Town Council
Sandy Lane NP26 4NA

August 24th, 2018

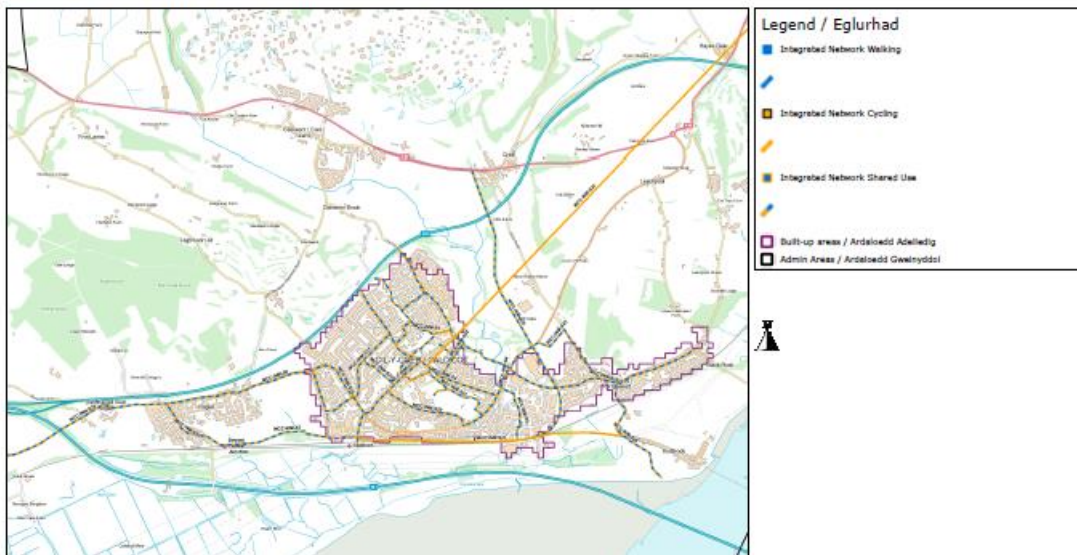
Report on 2018 Active Travel Act volunteer work in Caldicot

Sustrans Volunteers wish to support Caldicot in the next stage of implementing the Active Travel Act (ATA). Council Members may be aware of the public consultation held on November 21st, 2017 in Caldicot Library. The resulting Integrated Network Map (INM) of Caldicot was reported as being approved in a letter from Ken Skates, AM dated 25th April 2018. A copy of this map is shown below. Mr Skates' letter also indicated the need to continue to review the map and submit revisions no later than three years from the date of the letter.

Caldicot Future Key Walking, Cycling and Shared Use Network

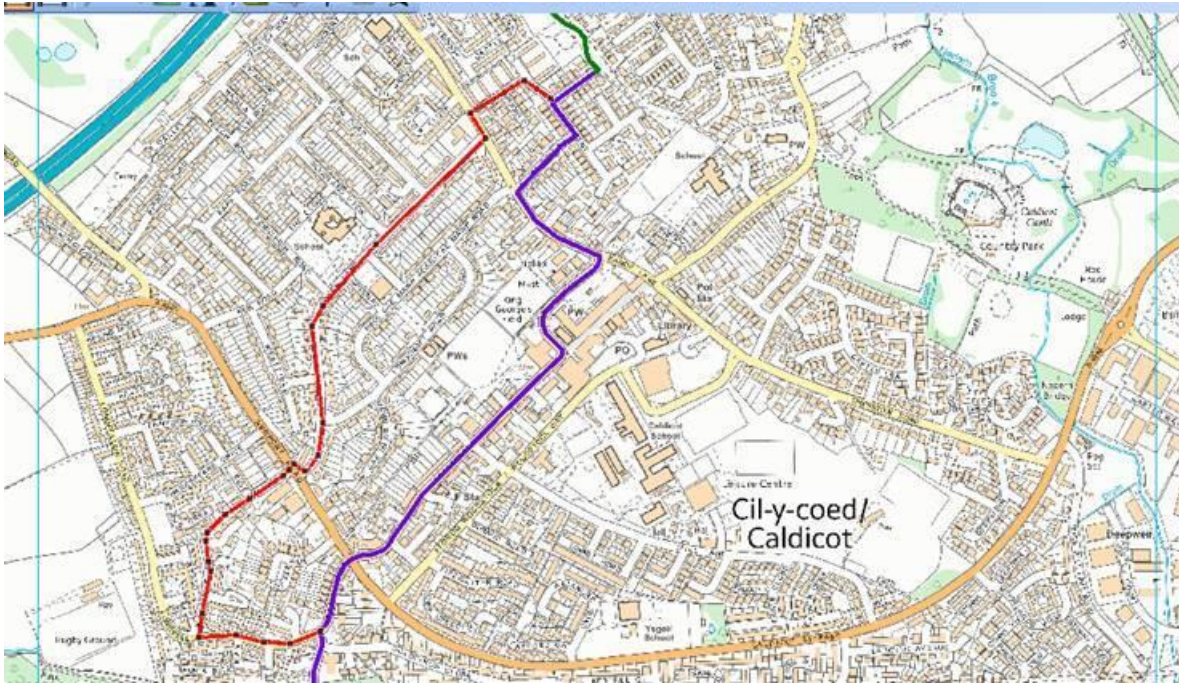
Produced by the Active Travel web site. Gynhyrchwyd gan y wefan Telthio Llesol.

Monmouthshire Council
County Hall
The Strand
Llanelli



It was positive to notice many of the suggestions from the 2017 public consultation were incorporated into this future map. An enlarged A3 copy of this map is available in the Caldicot Town Council Office. As Sustrans Volunteers who have worked with this ATA process 2016-18 we wish to suggest slight revisions to this updated map improving the safety of cyclists using NCN4 route as it passes through Caldicot and improving cycling and walking access to both Caldicot and Severn Tunnel Jct train stations. These slight revisions of the INMap will allow proposed improvements and are highlighted in the enlarged map in the CTC Office and explained below:

1. A map of the NCN4 route change through Caldicot using the MCC-INM-S31 path and including suggested revisions is presented below as a dotted line with the current NCN4 route in blue.



Moving NCN4 can be part of the Sustrans Strategic Review of the National Network which is currently in process. Gwyn Smith, South East Wales Area Manager, Sustrans Cymru can work with MCC Highways and CTC on this change. Chris Jones also proposed Caldicot Green Infrastructure with a NCN4 Business Route into town centre, rejoining NCN4 via King George V playing fields with two information signs showing paths for walking and cycling to Caldicot Castle Park, bank, library, bike shop, public toilets, train stations and shops.

2. Improving access to both train stations is MCC- INM-S7 and commonly referred to as Ashes Path. This path is of importance and relevance in light of the current electrification of the rail line through Severn Tunnel Jct. We recommend that CTC request MCC propose this as a project for Welsh Assembly ATA funding in 2019. The 2018 ATA project funding for Monmouthshire was approved for a strategic Abergavenny – Llanfoist Active Travel Bridge. This new active travel bridge crosses the river Usk between Llanfoist and Abergavenny, costing £864,000. We recommend the Caldicot - Rogiet rail link project application includes a connection to the revised NCN4 route by crossing Longfellow Rd. at Masefield Rd. as shown on the enlarged map in CTC office.

Please can we ask the CTC to submit to Christian Schmidt revisions to the Caldicot INMap as shown in green on the enlarged map in the CTC office and to begin discussion on an ATA Project application for 2019 Ashes Path connecting Caldicot and Severn Tunnel rail stations linked to the re-routed NCN4. In conclusion we wish to thank the Caldicot Town Council, Christian Schmidt, MCC Passenger Transport Unit and Gwyn Smith, South East Wales Manager, Sustrans Cymru for working with us to understand the ATA process and facilitate our work gathering input from Caldicot residents and walkers and cyclists using NCN4.

Kay Flatten, Active Travel Champion Volunteer for Sustrans.org

Hilary Matheson, Community Volunteer Ranger NCN 4 Chepstow to Summerlease



Agenda

St Mary's Church Hall, Church Road, Caldicot
Wednesday 5th September 2018, 6:30pm Start

- **1, Welcome**
- **2, Apologies / Signing of register**
- **3, Review of minutes**
- **4, Town Council Representative**
- **5, Open public forum (limited to 20 mins)**
- **6, Funding**
- **7, Caldicot Goes Pop!**
- **8, Upcoming Events**
- **9, Hoggin The Bridge**
- **10, Volunteer Officers**
- **11, AOB**
- **12, Next meeting date Wednesday 14th November 2018 – St Marys Church Hall, Caldicot, 6:30pm.**

Caldicot Town Team Meeting
Wednesday 9th May
St Mary's Church Hall, Caldicot.

Present:

Cathy Edwards	Janice Batley	Dave Evans
Gill Haywood	Gail Wills	Frank Rowberry
Jo Watkins	Alison Vaughan	Maxine Mitchell
Aaron Reeks	Roy Vaughan	Jen Hancock
Tony Easson	Dyfri Williams	Judith Langdo
Dan Cooke	Jan Williams	

1. Welcome

Aaron welcomed everyone to the meeting.

2. Apologies

Julie white

3. Review of Minutes

One amendment was made to the previous minutes.

A member requested that numbers be collected from the pigeon exterminator to prove the reduction.

Aaron confirmed that MCC were willing to provide the materials for the repairs necessary at the skatepark.

The clean up date is still TBC. The use of the bubble gum machine has been authorised and TT insurance has been checked to cover the project.

MCC have not yet done the repairs to the cenotaph at the cross. Members were concerned that this needed to be finished well in time for the remembrance in November. MCC should be covered by their insurance to cover the repairs.

Janice Batley has been working on the Caldicot wording at Mitel roundabout. The project is expected to be complete in the next few weeks. The hanging baskets in the town centre are almost all planted up and are scheduled to be put in place by the end of May.

Joanne Watkins has spoken with Asda about them planting the pots outside the library and is waiting on a response.

4. Town Council Representative

Town Council enquired if Town Team were going to contribute to the Christmas lights. It was agreed that they would and would arrange a meeting to look at designs.

5. Open Public Forum

Frank Rowberry queried if the appropriate notice had been given to MCC regarding the permission for the street party. Aaron confirmed that there was no road closure necessary and

MCC had been informed. A tens license had already been granted and The Cross pub was using plastic glasses for the day for safety.

Dave requested that as TC had been invited to be involved in the street party, Caldicot Events Committee should also be emailed.

Dave suggested that grass roots transport may help if the local nursing homes were attending. Directorship was discussed and for now Matthew is still registered with companies house.

Julie White has been co-opted on and will be officially voted for at the AGM.

Jude Langdon asked for clarification of the origins of the Events Committee. Dave explained that they were set up to be able to apply for funds/grants that were not available to TC.

Joanne Watkins suggested that TT looked into the possibility of adding backs onto the new benches to accommodate elderly people in the community.

- TT to look into options for backs for benches.
- TT to invite events committee.

6. Upcoming market

There are 18 traders booked into the vintage/arts market with 5 being totally new traders. The markets are going from strength to strength with many traders booking in for the whole year.

7. Public consultation/store 21

The annual public consultation was held in, and included showing of the plans for store 21. The public feedback was generally positive and results of the survey Monkey asap.

Maxine asked where the project was where MCC were concerned. Jude explained that MCC had requested more information and a strengthening of the business case to ensure the project was the best use of the 106 money.

11 A.O.B

The Co-op and Waitrose are both looking for a community project to support. It was suggested that TT apply.

It was requested that TT contact Patrick of London and Cambridge to request use of the empty planters around Wesley Buildings.

Jude informed the group of the grant awarded to Caldicot for green infrastructure and the consultations being held by MCC for interested parties to attend.

Jude also explained MCC's plan to support the playing out scheme. Highways are waiving the fee for road closures to encourage people to support the scheme which allows children to play out in the street in safety.

- TT to apply to Waitrose and Co-op
- TT to request the use of empty planters in town centre.

14 Next Meeting Date

AGM, Wed 4th July, 2018, St Marys Church Hall, 6.30pm

Caldicot Town Team AGM
Wednesday 4th July 2018
St Mary's Church Hall, 6.30 start

Present:

Cathy Edwards	Frank Rowberry	Colin Jones
Jill Haywood	Tony Easson	Janet Williams
Dan Cooke	Jude Langdon	Julie White
Phillippa Reeks	Heather Glover	Dyfri Williams
Aaron Reeks	Jenny Hancock	
Oliver Edwards	Maxine Mitchell	

1. Welcome

Aaron welcomed everyone to the meeting.

2. Apologies, signing of register, housekeeping.

Peter Strong	Jackie Strong	Crispin Watkins
Jo Watkins	Gail Wills	

A member questioned Mathew's resignation as director. Aaron explained that Mathew was still registered with company's house and would be removed immediately after the AGM.

3. Annual Reports

Director's report and financial report were provided.

Wi-Fi – CTT are looking into the possibility of developing an app for use within the town centre to benefit the businesses and the public.

Tony Easson was concerned that the 106 money should be identified and recorded separately to any income generated by CTT in future accounts to appear more transparent to the public.

Aaron stated that the town team along with Jude (MCC) were already working on this as well as explanation of the full cabinet process for release of the s106 funds.

Tony also disagreed with CTT being able to apply for grants from SAC that should be allocated to smaller groups without s106 funding.

4. Election of Directors

Candidate	For	Abstained	Against
Aaron Reeks	10	1	0
Cathy Edwards	11	0	0
Julie White	11	0	0

5. A.O.B

A member questioned the change of venue for HTB. It was explained that permission for the use of the castle for 2018 had been refused.

It was announced that the event would be extended to the Saturday night. A music event featuring Rusty Shackle that would raise extra funds to cover increased venue costs allowing maximum donation to charity.

The criteria for applying for the charity donation was explained. Any community group, school, club could apply and that the deadline was 15th October 2018.

Concern over the car parking in nearby streets was raised. CTT will look at the need for coning affected roads. With chargeable car parking on site and a walking route through the castle for local's it is hoped this can be avoided.

It was noted that the amount raised in 2017 was less than the reported attendees due to problems at Aust with collecting fees. It was estimated that 40% of riders did not pay the entry fee due to the problems. There are much improved precautions in place to ensure this does not happen in 2018.

The year's meeting dates were provided to all present and will be available on CTT website.

Meeting finished at 7.20pm

6. Next meeting Wed 5th September

Note of Caldicot Area Town and Community Council Cluster Meeting – 12th September 2018**Present:**

Sally Bailey	Magor and Undy Community Council
Carol Carne	Portskewett
Frank Rowberry	Caldicot Town Council
Jeff Williams	Caldicot Town Council
Maxine Mitchell	Caldicot Town Council
Tony Easson	Observing
J Hancock	Observing
Paul Matthews	Monmouthshire County Council
Judith Langdon	Monmouthshire County Council

Apologies: Donna James (Magor with Undy), Phil Murphy (Caerwent)

Notes of last meeting

JL confirmed that the weeds on the Five Lanes footpath had been sprayed.

JL circulated a note from the Education Service providing further information on the questions that had been raised at the previous meeting (note circulated with minutes).

It was noted that too many surplus places in schools posed problems for the county and that at present the level of school capacity was about right for the level of demand. However, it was also recognised that significant pressures would soon be placed upon school places in the cluster as a result of significant housing development in the Sudbrook, Undy and Portskewett areas. It was confirmed that developer contributions were sought on all developments of sufficient size and that this was based on a national formula which was then locally adjusted for specific developments. School capacity in the county was kept under constant review.

There was a broader conversation around development more generally in the Severnside area and the role of the Local Development Plan review process in managing this. The widely held view at MCC was that Monmouthshire needed more homes (and more affordable homes in particular). There would certainly be housing growth in the county, considerable proportions of which were likely to be in the south. The LDP would be critical in developing the infrastructure to support development and there was clear intent to develop communities rather than housing estates.

Questions were also raised regarding whether and how health infrastructure needs were managed through the s.106 and LDP processes and also transport.

It was noted that these issues could be looked at in more detail at a future meeting if councils would welcome this.

Developing Monmouthshire approach to tackling loneliness and isolation

MCC was developing an approach, with partners, to tackling loneliness and isolation in the county; this work was one strand of the recently adopted Social Justice Strategy. JL explained that community engagement was seen as vital to developing an effective approach and that a questionnaire would be circulated to all town and community councils in the near future to gauge opinions.

A number of existing positive community activities were discussed (including community lunches, Christmas singalongs etc) and it was recognised that loneliness and isolation were not confined to old age.

A key point of feedback was that councillors wished to engage with this work in a meaningful, proactive way and that the quality of engagement from MCC would be crucial.

All town and community councillors were invited to complete the survey, which could be accessed online here: <https://www.surveymonkey.co.uk/r/SFMD65Z>

Update on development proposals for Caldicot town centre

JL shared the latest position on the development proposals for Caldicot town centre, following on from the MCC cabinet decision on 5th September (full report available here:

<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?Cid=144&Mid=2489>)

The public feedback on the proposals, following an exhibition in the community hub, had been generally very positive. The most significant area of concern related to parking provision and JL informed the meeting that these concerns would be addressed through the development of a full parking strategy for the town.

JL also informed the group that there would be extensive public engagement as the proposals progressed.

Paul Matthews asked local councillors to consider, as part of The Cross scheme, where the war memorial should be located for the long term.

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- 1) A copy of the School admission criteria

The criteria used when a school reaches a point of oversubscription in order to determine who is to be awarded places are as follows:

1. Looked After Children or previously Looked After Children. i.e. children who are in the care or have previously been in the care of the Local Authority, will be given priority over those fulfilling points 2-5 below.
2. Children with exceptional medical circumstances will be given priority over those fulfilling points 3-5 below.
3. Children with relevant siblings at the preferred School will be given priority over points 4-5 below.
4. Children residing within the preferred school's catchment area will be given prior consideration over point 5 below.
5. Children residing outside of the catchment area, and the distance they live from the home address to the school
6. A copy of our full admissions policy can be accessed via www.monmouthshire.gov.uk
7. Numbers on roll for each school in the Caldicot and Chepstow cluster

Please see figures below based on our annual census return (January 2018) to Welsh Government
Caldicot

School	Total NOR Jan 2018	Capacity 2017_2018	Surplus Places	% Surplus
Archbishop Rowan Williams CIW	202	210	8	3.8%
Castle Park Primary School	189	210	21	10.0%
Dewstow Primary School	206	210	4	1.9%
Durand Primary School	207	210	3	1.4%
Magor V.A. CIW Primary School	292	388	96	24.7%
Rogiet Primary School	210	210	0	0.0%
Undy Primary School	284	359	75	20.9%
Ysgol Gymraeg Y Ffin	127	180	53	29.4%
Caldicot School	1161	1502	341	22.7%
Total Surplus - Caldicot Area	2878	3479	601	17.28%
Total Primary Surplus - Caldicot	1717	1977	260	13.15%

Chepstow

School	Total NOR Jan 2018	Capacity 2017_2018	Surplus Places	% Surplus
Pembroke Primary School	201	210	9	4.3%
Shirenewton Primary School	202	210	8	3.8%
St Mary's R.C. Primary School	185	210	25	11.9%
The Dell Primary School	415	420	5	1.2%
Thornwell Primary School	244	357	113	31.7%
Chepstow Comprehensive School	928	1203	275	22.9%
Total Surplus - Chepstow Area	2175	2610	435	16.67%
Total Primary Surplus - Chepstow Area	1247	1407	160	11.37%

8. Information on any education contributions secured as a result of the Sudbrook development and how these monies will be spent.

The local authority has been successful in obtaining section 106 funding for the Sudbrook paper mill site. The value of these contributions has been confirmed to be £439,286. These monies have not yet been received by the LA as the terms of the agreement specify the release of funds after a % of occupation.

The Local Authority has also registered its intent to seek contributions for the Crick Road and St Marys developments, should the development applications progress. We would anticipate contributions from all the 3 developments to total a figure in excess of £1 million pounds.

It has not yet been determined how these funds will be spent, as such decisions will need to follow a process of consultation and receive approval through the political channels. However, the terms of s106 agreements for education contributions specify that claims can only be made where we feel that additional school places are required at the catchment school or at an alternative school(s) within a two mile radius of the development(s). This has been justified in the case of the Sudbrook development and can be justified in the cases of the Crick Road and St Marys developments. As such, the Local Authority anticipates that investment will need to be made in creating additional school places within the Portskewett / Caldicot town area to meet this requirement. The relevant area councils will have the opportunity at the appropriate time to contribute through a consultation process on how the investment is taken forward.

The Local Authority is aware of pressures on school places within the immediate Caldicot town area, however, has not as yet received a significant pressure from families relocating from Bristol. The Local Authority is aware of and acknowledges the potential influx into Monmouthshire and the potential pressures that this may have on school places. This will need to be incorporated into our proposal to invest in the increase of School places in Caldicot.



Monmouthshire CCTV User Group
Conference Room, Usk County Hall
 10am Thursday 4th October 2018

AGENDA

	Item	Notes	Time
1	Apologies:	Open	10.00
2	Minutes of meeting held: 7 th June 2018	Chair	10.02
3	Up-date on Actions:	Chair	10.06
4	Status of Cameras:	Andrew Mason	10.10
5	Control Room Operator Report:	Chris Marsh – Supervisor Mike Wakefield – Operator	10.15
6	Police Report: South and North	North – PC South – PC Bridget Griffiths	10.30 10.40
7	Local Issues / Events: <ul style="list-style-type: none"> • Chepstow • Caldicot • Abergavenny • Monmouth 	Presented by local representatives for each area.	10.50
8	AOB: Items by Monday 1 st October 2018	Open	11.15
9	Date and venue of next meeting:	Thursday 7th February 2018 @ 10am – Usk P4	