

PROGRESS ON COUNCIL REQUESTS – FTC 27.6.18

<p>Progress on bus shelters – invite MCC officers to meet</p>	<p><input checked="" type="checkbox"/> SK 29.3.18</p>	<p>Meeting TBC - ward member to contact Mon CC Officers for meeting.</p>
<p>Clarification regarding CCTV minutes, relating to Caldicot – 'area monitored at Councillor's request for parking. Explanation provided to Councillor'. What was response and which member was advised?</p>	<p><input checked="" type="checkbox"/> SK 31.5.18</p>	<p>Response received 31.5.18: <i>'This related to West End shops and camera to monitor parking and driving on the pavement. The response was that it was difficult to distinguish between road and footpath, as the kerb line was at road level allowing easy access over the pavement. I have also witnessed this myself when I have been there. When you have an ambiguous area where sometimes it's okay to drive over and sometimes it's not, you have to have some clear guidelines and signage to inform motorists. The CCTV Operators can capture vehicles details but that is the easy bit, the challenge is what follows, who deals with the administration process of pursuing the perpetrators retrospectively. You might say the police, but they do not have the capacity to deal with this. Things may change when the local authority take control of on-street parking next year. I anticipate a complete overhaul of parking policy and procedures.'</i></p>
<p>Invite to Cabinet Member, responsibility for Education</p>	<p><input checked="" type="checkbox"/> SK 29.3.18</p>	<p>Cllr John to attend prior to July P&R</p>
<p>Church Farm Development - contact agent and Mon CC for public meeting (venue Bethany Baptist Church)</p>	<p><input checked="" type="checkbox"/> SK 31.5.18</p>	<p>TBC – awaiting dates of availability and venue</p>
<p>Dog bin (rear of Oakley Way) – Town Council to be advised of location, following Mon CC clarification from officers</p>	<p><input checked="" type="checkbox"/> SK 31.5.18</p>	<p>Awaiting confirmation</p>
<p>Clarification re. lease on land to adjacent to cemetery (proposed extension)</p>	<p><input checked="" type="checkbox"/> GM 31.5.18</p>	<p>Response received 19.6.18: Meeting with Estates Officer, Monday 25th June</p>
<p>Caldicot Working Together - email to Mon CC explaining support and asking for permission for planters</p>	<p><input checked="" type="checkbox"/> SK 13.6.18</p>	<p>Highways officer provided policy guidance to office and Caldicot Community, Working Together volunteers</p>

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



monmouthshire
sir fynwy

29 MAY 2018
Appendix 4

Mrs Gail McIntyre Clerk Caldicot Town Council
Council Offices
Sandy Lane
Caldicot
NP26 4NA

County Hall
The Rhadyr
Usk
NP15 1GA

The person dealing with
This matter is:
Telephone: 01633 644212
E-mail:
johnpearson@monmouthshire.gov.uk

Date: 23 May 2018

Dear Clerk

Review of Communities and Electoral Arrangements

I wrote to you at the start of the year to inform you of the Councils intention to commence the review of Communities and Electoral Arrangements. The previous correspondence provided the background to the review and progress made to date.

At its Full Council meeting on the 10th May, councillors approved the final proposals for the review. The full details of proposals are available on the council website at the following link:
<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?Cid=143&Mid=236>
6 and are part of the agenda for the meeting. If you wish to receive a paper copy of the proposals for your community please contact me and I can arrange this for you.

What happens next?

We will forward the proposals to the Local Democracy and Boundary Commission for Wales for their consideration and analysis. They will produce their own schedule and timetable for consultation into the final proposals that all community/town councils can respond to directly with any comments they have regarding the final proposals. They, and I, will contact all community/town councils with information on the consultation period and the process for responding to the consultation once the Commission make it available.

The Commission will review all representations it receives during the consultation period before forwarding their final proposals, with or without amendment to the proposals agreed by Full Council, to the Welsh Government for their approval. Proposed changes will take effect at the next election after the proposals receive assent from Welsh Government.

Elector figures for Audit Purposes

A few councils have contacted me regarding obtaining elector figures as at 1st January 2017 for audit purposes. To save contacting me if you are requested to provide this information, a list of all councils and electorates at that time is provided.

Yours sincerely

John Pearson
Local Democracy Manager

Monmouthshire County Council

Analysis Parish Electorate Totals for January 2017 Register

District	Polling District	Electorate
Abergavenny	AB1 - Cantref	1,626
Abergavenny	AB2 - Grofield	1,305
Abergavenny	AB3 - Castle	1,575
Abergavenny	AB4 - Lansdown	1,585
Abergavenny	AB5 - Priory	1,502
	Total for Abergavenny	7,593
Caerwent	CA1 - Caerwent	606
Caerwent	CA2 - Dinham	415
Caerwent	CA3 - Crick	163
Caerwent	CA4 - Llanvair Discoed	265
Caerwent	CA5 - St Brides Netherwent	233
	Total for Caerwent	1,682
Caldicot	V1 - Caldicot Castle	1,777
Caldicot	V2 - Dewstow	1,338
Caldicot	V3 - Green Lane	1,399
Caldicot	V4 - Severn	1,291
Caldicot	V5A - West End	1,323
Caldicot	V5B - West End	159
	Total for Caldicot	7,287
Chepstow	CH1 - Larkfield	1,490
Chepstow	CH2 - St Christopher's	1,773
Chepstow	CH3 - St Kingsmark	2,310
Chepstow	CH4 - St Mary's	1,498
Chepstow	CH5 - Thornwell	1,957
	Total for Chepstow	9,028
Crucorney	CR1 - Bwch Trewyn & Oldcastle	46
Crucorney	CR2 - Forest & Ffwdog	120
Crucorney	CR3 - Llanvihangel Crucorney	734
Crucorney	CR4 - Lower Cwmyoy	79
Crucorney	CR5 - Upper Cwmyoy	54
	Total for Crucorney	1,033
Devauden	DE1 - Devauden	397
Devauden	DE2 - Itton	195
Devauden	DE3 - Kilgwrrwg	107
Devauden	DE4 - Llanvihangel Wolvesnewton	155
	Total for Devauden	854
Goetre Fawr	G1 - Goetre	1,303
Goetre Fawr	G2 - Mamhilad	574
	Total for Goetre Fawr	1,877
Grosmont	CR6 - Grosmont	462
Grosmont	CR7 - Llangattock Lingoed	96
Grosmont	CR8 - Liangua	41
Grosmont	CR9 - Llanvetherine	117
	Total for Grosmont	716

Monmouthshire County Council

Analysis Parish Electorate Totals for January 2017 Register

District	Polling District	Electorate
Gwehelog Fawr	LB1 - Gwehelog/llancayo	262
Gwehelog Fawr	LB2 - Kemeys Commander	30
Gwehelog Fawr	LB3 - Trostre	98
	Total for Gwehelog Fawr	390
Llanarth	LO1 - Bryngwyn	192
Llanarth	LO2A - Clytha	91
Llanarth	LO2B - Clytha	137
Llanarth	LO3 - Llanarth	130
Llanarth	LO4 - Llanvapley	109
	Total for Llanarth	659
Llanbadoc	LB4 - Glascoed	220
Llanbadoc	LB5 - Llanbadoc	221
Llanbadoc	LB6 - Monkswood	245
	Total for Llanbadoc	686
Llanelly	LE1A - Clydach	289
Llanelly	LE1B - Clydach	202
Llanelly	LE2 - Darrenfelin	477
Llanelly	LE3A - Gilwern	1,563
Llanelly	LE3B - Gilwern	592
	Total for Llanelly	3,123
Llanfoist Fawr	LF1 - Llanellen	438
Llanfoist Fawr	LF2 - Llanfoist	1,180
Llanfoist Fawr	LF3 - Llanwenarth Citra	140
Llanfoist Fawr	LF4 - Llanwenarth Ultra	1,073
	Total for Llanfoist Fawr	2,831
Llangattock-Vibon-Avel	LT1 - Llangattock-Vibon-Avel	308
Llangattock-Vibon-Avel	LT2 - Skenfrith	321
Llangattock-Vibon-Avel	LT3 - St Maughans	264
	Total for Llangattock-Vibon-Avel	893
Llangwm	DE5 - Llangwm	222
Llangwm	DE6 - Llansoy	127
	Total for Llangwm	349
Llangybi	LG1 - Coed-Y-Paen	118
Llangybi	LG2 - Llandegfedd	161
Llangybi	LG3 - Llangybi	479
	Total for Llangybi	758
Llanhennock	LG4 - Llangattock-Nigh-Caerleon	94
Llanhennock	LG5 - Llanhennock	124
Llanhennock	LG6 - Tredunnock	153
	Total for Llanhennock	371

Monmouthshire County Council

Analysis Parish Electorate Totals for January 2017 Register

District	Polling District	Electorate
Llanover	LO6 - Llanddewi Rhydderch	319
Llanover	LO7 - Llanfair Cilgydyn	182
Llanover	LO8 - Llangatock-Nigh-Usk	361
Llanover	LO9 - Llanover	230
	Total for Llanover	1,092
Llantilio Crossenny	LT4 - Llantilio Crossenny	363
Llantilio Crossenny	LT5 - Llanvihangel-Ystern-Llewern	66
Llantilio Crossenny	LT6 - Penrhos	140
	Total for Llantilio Crossenny	569
Llantilio Pertholey	LP1 - Croesonen East	530
Llantilio Pertholey	LP2 - Croesonen West	1,084
Llantilio Pertholey	LP3 - Mardy	818
Llantilio Pertholey	LP4 - Pantygelli	134
Llantilio Pertholey	LP5 - Sgyrrid East	174
Llantilio Pertholey	LP6 - Sgyrrid West	238
	Total for Llantilio Pertholey	2,978
Llantrisant Fawr	LG7 - Gwernesney	124
Llantrisant Fawr	LG8 - Llantrisant	206
	Total for Llantrisant Fawr	330
Magor with Undy	W1 - Denny	142
Magor with Undy	W2A - Mill	585
Magor with Undy	W2B - Mill	567
Magor with Undy	W3 - Sallsbury	999
Magor with Undy	W4 - The Elms	2,466
	Total for Magor with Undy	4,759
Mathern	S5 - Mathern	478
Mathern	S6 - Mounton	83
Mathern	S7 - Pwllmeyric	314
	Total for Mathern	875
Mitchel Troy	MT1 - Cwmcavran	160
Mitchel Troy	MT2 - Dingestow	206
Mitchel Troy	MT3 - Mitchel Troy	358
Mitchel Troy	MT4 - Tregare	165
Mitchel Troy	MT5 - Wonastow	69
	Total for Mitchel Troy	958
Monmouth	MO1A - Osbaston	454
Monmouth	MO1B - Osbaston	1,381
Monmouth	MO2 - Town	537
Monmouth	MO3 - Drybridge	2,017
Monmouth	MO4 - Overmonnow	1,597
Monmouth	MO5 - Wyesham	1,687
	Total for Monmouth	7,673

Monmouthshire County Council

Analysis Parish Electorate Totals for January 2017 Register

District	Polling District	Electorate
Portskewett	P1 - Leechpool	167
Portskewett	P2 - Portskewett Village	1,310
Portskewett	P3 - Sudbrook	296
	Total for Portskewett	1,773
Raglan	R1A - Llandenny	267
Raglan	R1B - Llandenny	89
Raglan	R2 - Pen-Y-Clawdd	103
Raglan	R3 - Raglan	1,084
	Total for Raglan	1,543
Rogiet	X - Rogiet	1,331
	Total for Rogiet	1,331
Shirenewton	S1 - Earlswood	161
Shirenewton	S2 - Mynyddbach	232
Shirenewton	S3 - Newchurch	86
Shirenewton	S4 - Shirenewton	477
	Total for Shirenewton	956
St Arvans	ST1 - St Arvans	606
	Total for St Arvans	606
Tintern	ST2 - Chapel Hill	181
Tintern	ST3 - Penterry	52
Tintern	ST4 - Tintern Parva	342
Tintern	ST5 - Trellech Grange	73
	Total for Tintern	648
Trellech United	TU1 - Catbrook	306
Trellech United	TU2 - Llandogo	369
Trellech United	TU3 - Llanishen	290
Trellech United	TU4 - Narth	342
Trellech United	TU5 - Penallt	413
Trellech United	TU6 - Trellech Town	321
Trellech United	TU7 - Whitebrook	83
	Total for Trellech United	2,124
Usk	U1 - Usk	1,205
Usk	U2 - Usk	737
	Total for Usk	1,942
	Total for Report	70,287



Hello,

We would like to introduce you to a new Rural Development Programme (RDP) Vale of Usk pilot project entitled Nature Isn't Neat and to offer your town the opportunity to be the focus for this pilot that will run from now until February 2020.

There are three main aims to this pilot, the first is to raise awareness and engage with stakeholders to help everyone understand the need for all pollinator species including moths, butterflies, beetles, hover flies and bees. This project will try to embed into the wider community an understanding of the need to protect, feed, provide habitats and reverse the decline in pollinators.

The second and third aims include training for the people who cut the verges and open spaces to ensure best grounds management for pollinators and thirdly a review of the current pollinator policy.

The first year of this project will focus on engagement, publicity and awareness raising, plus a baseline evaluation of what's happening in the environment. To carry out the evaluation we will ask the community to become involved in "citizen science". This is a great way to learn about the environment and for people to understand why and how things are important.

The second year will see the engagement expand into showing people what actions can be taken to enhance garden environments, learning about the hazards for pollinators such as pesticides and planting pollinator friendly plants. There will be bumble bee walks, talks and visits to apiaries to help demonstrate the need for pollinators. It will also focus on training for the people who cut the verges and open spaces plus a review on the current pollinator policy.

We would like this pilot to focus on one town (included ward breakdown) the aim being to reach into all areas of the community i.e., schools, businesses, places of worship, doctor's surgeries and community groups.

For this to happen we invite interested groups and/or Town Councils to actively engage in the delivery of this project.

The project coordinator and steering group will use an action plan to help deliver the project it's within the delivery of specific actions that we seek to work in partnership with the community group/s or town council. Such as using their networks to help spread the word about the project, helping us engage with the wider community, using their expertise and local knowledge to help bring about a change in peoples actions and awareness on pollinators.

The Town Council may wish to work in partnership with groups/other stakeholders and lead on this project or it might be happy to support groups/stakeholders that meet the criteria. In assessing the suitability of a town for the pilot we will consider the work already undertaken to improve conditions for pollinating insects.

We ask that interested group/s seek written support to the project from the Town Council demonstrating commitment to the project and evidence of the potential to work with wider stakeholders.

For this project to commence we are asking Town Councils to discuss this invitation and to forward the invite on to its network of groups, societies and businesses.

To enable us to find the successful town we ask that applicants meet 5 of the essential criteria (not necessarily fulfilling all elements of the questions) and if they meet some or all of the desirable criteria it will be viewed positively. This will be pivotal in the selection process.

To enable this we have prepared a questionnaire that can be found [online](#) or as a word document, for information the questions are supplied below.

Essential

- Do you actively support pollinators, please list the ways in which you do this tell us when this began?
- Have you worked with local schools, helping with pollinator projects or giving talks?
- Have you sought Welsh Government's Caru Gwenvyn status / GAVO's Pollinator friendly Village / are you actively involved with In Bloom?
- Do you support other groups or agencies focused on improving the environment?
- Have you engaged with either local businesses / community resource centres/ Doctors surgeries/ places of worship/hospitals/social housing - to encourage use of their land to benefit pollinators?
- Have you worked alongside Monmouthshire County Council on projects to help increase biodiversity and promote habitats for pollinators?

Desirable

- Does an area of your town lie within a Green Infrastructure priority area (this will be assessed when we receive the expression of interest)?
- Is there a garden centre within your town that would willingly support the project through promotion and sale of plants for pollinators? In this case plants for pollinators' means flowers that are accessible to pollinating insects and have not been sprayed with persistent insecticides or fungicides.

Polling District	Community Ward	Community/Town Council	County Division
V1	Caldicot Castle	Caldicot	Caldicot Castle
V2	Dewstow		Dewstow
V3	Green Lane		Green Lane
V4	Severn		Severn
V5	West End		West End





The person dealing with this matter is:

Highway Enquiry Desk

Tel.No./Ffôn: 01633 644159/01633 644167

Email/Ebost: highways@monmouthshire.gov.uk

Our Ref./Ein Cyf: CONTROL / GUIDANCE

Date/Dyddiad :

**RE:- CONTROL OF GOODS DISPLAYED ON THE PUBLIC HIGHWAY : 'A BOARD' DISPLAYS
'A BOARD' GUIDANCE**

Dear Sir/Madam

The Council has introduced guidance to control the placement of goods and advertising 'A Boards' on town pavements. It recognises that a limited amount of street advertising and display gives colour and vibrancy to the street scene and adds to the character and atmosphere of our towns and villages, but it also has a statutory duty under the Highways Act (section 149) to maintain the footways primarily for the unhindered passage of pedestrians.

In an effort to acknowledge these conflicting interests the Council has adopted a policy to allow traders to display goods and advertising hoardings on street footways on the understanding that they comply with the following criteria, viz;

- a. The obstruction does not encroach onto the footway by more than 1 metre from the shop frontage.
- b. That the residual unobstructed footway width is not less than 1.2 metres or the footway width, whichever is the lesser. The footway width is deemed to be measured from the back of footway to the kerb line or the ditched channel, whichever is the lesser.
- c. That 'A' frame boards are secure so that they do not collapse if they are hit.
- d. The sign shall measure no more than H900mm, W450mm (upto600mm), D450mm (upto600mm) approx., when displayed.
- e. That all placements in the footway shall be highly visible or shall have a contrasting horizontal band at least 3 inches wide across its width, at the top, in order to render them visible to visually impaired persons.
- f. Where the existing designated footways have less than 1.5 metres unobstructed width no displays will be permitted.
- g. Exceptions by agreement may be considered subject to maintaining a minimum access width in pedestrianised areas or limited vehicular access areas.
- h. That traders provide evidence, when requested, of Public Liability Insurance cover to the minimum value of £5,000,000 indemnifying the County Council against third party claims for damage or personal injury as a result of an accident involving an obstruction in the highway.
- i. A one off licence is applied for, agreed and issued. No fee is paid for the license.

The above criteria have been established following widespread consultation with the Chambers of Trade and Commerce for the main towns, CAIR (Monmouthshire Disablement Association) and the Town Councils.

Although it will be still possible for the Council to prosecute for an obstruction in the highway under powers within the Highways Act 1980 (section 149), it would not be in the spirit of the agreement to do so for an obstruction which is placed within the criteria outlined above although it would be desirable to prosecute any trader who refuses to comply.

It is hoped that this policy will require very little policing and that traders will abide by the criteria in the knowledge that every endeavour has been made to strike a fair balance between the needs of traders to advertise their wares and the rights of pedestrians to have safe and unhindered passage of the pavements.

The Council wishes to pursue this matter in a spirit of co-operation, but will reserve the right to prosecute if the obstructions in the highway extend beyond the agreed limits or cause a danger or hazard to other users.

You will be contacted shortly in order that any street furniture, belonging to you, is licenced and complies with the criteria

Your co-operation in complying with Council 'A Board' policy will be appreciated.

Yours faithfully

Steve Lane
Highway Operations Manager
Operations Directorate



The person dealing with this matter is:
Highway Enquiry Desk
Tel.No./Ffôn: 01633 644159/01633 644167
Email/Ebost: highways@monmouthshire.gov.uk
Our Ref:/Ein Cyf: CONTROL / GUIDANCE
Your Ref: Eich Cyf:
Date/Dyddiad :

**RE:- CONTROL OF GOODS PLACED ON THE PUBLIC HIGHWAY : 'COMMERCIAL ITEMS'
'COMMERCIAL ACTIVITY' : GUIDANCE**

Dear Sir/Madam

The Council has introduced guidance to control the placement of goods and advertising 'Café tables and chairs, for sale items, displays and other objects' on town pavements. It recognises that a limited amount of private furniture, sale items and displays gives colour and vibrancy to the street scene and adds to the character and atmosphere of our towns and villages, but it also has a statutory duty under the Highway Act (Section 149)to maintain the footways primarily for the unhindered passage of pedestrians.

In an effort to acknowledge these conflicting interests the Council has adopted a policy to allow traders to display goods and place items of furniture on street footways on the understanding that they comply with the following criteria, viz;

- a) Does not cause offence,
- b) Does not cause a traffic hazard or safety issue,
- c) Damage street furniture by their presence,
- d) Compromise safety.
- e) Project must be of accepted quality and be appropriate, and
- f) Will remove the provision immediately on the request of a Police officer, a member of the Emergency services or an Officer of Monmouthshire County Council.
- g) To have and to display a licence, prominently, within sight of the items licenced to be in the footway
- h) That the residual unobstructed footway width is not less than 1.8 metres or the footway width, (this figure may be reduced, should MCC consider the risk is not increased by doing so), whichever is the lesser. The footway width is deemed to be measured from the back of footway to the kerb line or the ditch channel, whichever is the lesser.
- i) Exceptions by agreement may be considered subject to maintaining a minimum access width in pedestrianised areas or limited vehicular access areas.
- j) That traders provide evidence, when requested, of Public Liability Insurance cover to the minimum value of £5,000,000 indemnifying the County Council against third party claims for damage or personal injury as a result of an accident involving an obstruction in the highway.
- k) An annual licence is applied for, agreed and issued. An annual licence fee of either : up to 6m2= £60, 6m2 to 12m2= £120, 12m2 to 18m2= £180 is paid. An administration fee of £62.50 for the initial licence, in the first year of a licence only, is also paid.

The above criteria have been established following widespread consultation with the Chambers of Trade and Commerce for the main towns, CAIR (Monmouthshire Disablement Association) and the Town Councils.

Although it will be still possible for the Council to prosecute for an obstruction in the highway under powers within the Highways Act 1980 (section 149), it would not be in the spirit of the agreement to do so for an obstruction which is placed within the criteria outlined above although it would be desirable to prosecute any trader who refuses to comply.

It is hoped that this policy will require very little policing and that traders will abide by the criteria in the knowledge that every endeavour has been made to strike a fair balance between the needs of traders to pursue commercial success and the rights of pedestrians to have safe and unhindered passage of the pavements.

The Council wishes to pursue this matter in a spirit of co-operation, but will reserve the right to prosecute if the obstructions in the highway extend beyond the agreed limits or cause a danger or hazard to other users.

You will be contacted shortly in order that any street furniture, belonging to you, is licenced and complies with the criteria
Your co-operation in complying with Council 'Commercial Activity' policy will be appreciated.

Yours faithfully

Steve Lane
Highway Operations Manager
Operations Directorate



The person dealing with this matter is:

Highway Enquiry Desk

Appendix 6

Tel.No./Ffôn: 01633 644159/01633 644167

Email/Ebost: highways@monmouthshire.gov.uk

Our Ref./Ein Cyf: SPECIAL EVENT/ GUIDANCE

Date/Dyddiad :

RE:- CONTROL OF GOODS DISPLAYED ON THE PUBLIC HIGHWAY
'SPECIAL EVENT' GUIDANCE

Dear Sir/Madam

The Council has introduced guidance to control the placement of goods on pavements. It recognises that a limited amount of private furniture and displays gives colour and vibrancy to the street scene and adds to the character and atmosphere of our towns and villages, but it also has a statutory duty under the Highway Act (Section 149)to maintain the footways primarily for the unhindered passage of pedestrians.

In an effort to acknowledge these conflicting interests the Council has adopted a policy to allow traders to display goods and place items of furniture on street footways on the understanding that they comply with the following criteria, viz;

- a) Does not cause offence,
- b) Does not cause a traffic hazard or safety issue,
- c) Does not damage street furniture by their presence,
- d) Does not Compromise safety.
- e) Project must be of accepted quality and be appropriate, and
- f) Will remove the provision immediately on the request of a Police officer, a member of the Emergency services or an Officer of Monmouthshire County Council.
- g) That the residual unobstructed footway width is not less than 1.2 metres or the footway width, The footway width is deemed to be measured from the back of footway to the kerb line or the ditched channel, whichever is the lesser.
- h) That traders provide evidence, when requested, of Public Liability Insurance cover to the minimum value of £5,000,000 indemnifying the County Council against third party claims for damage or personal injury as a result of an accident involving an obstruction in the highway.
- i) Support and agreement of the local Community Council has been received.
- j) These displays are for a short duration, normally involving a period before, during and a short period after the event.
- k) No fees will be payable

The above criteria have been established following widespread consultation with the Chambers of Trade and Commerce for the main towns, CAIR (Monmouthshire Disablement Association) and the Town Councils.

Although it will be still possible for the Council to prosecute for an obstruction in the highway under powers within the Highways Act 1980 (section 149), it would not be in the spirit of the agreement to do so for an obstruction which is placed within the criteria outlined above although it would be desirable to prosecute any trader who refuses to comply.

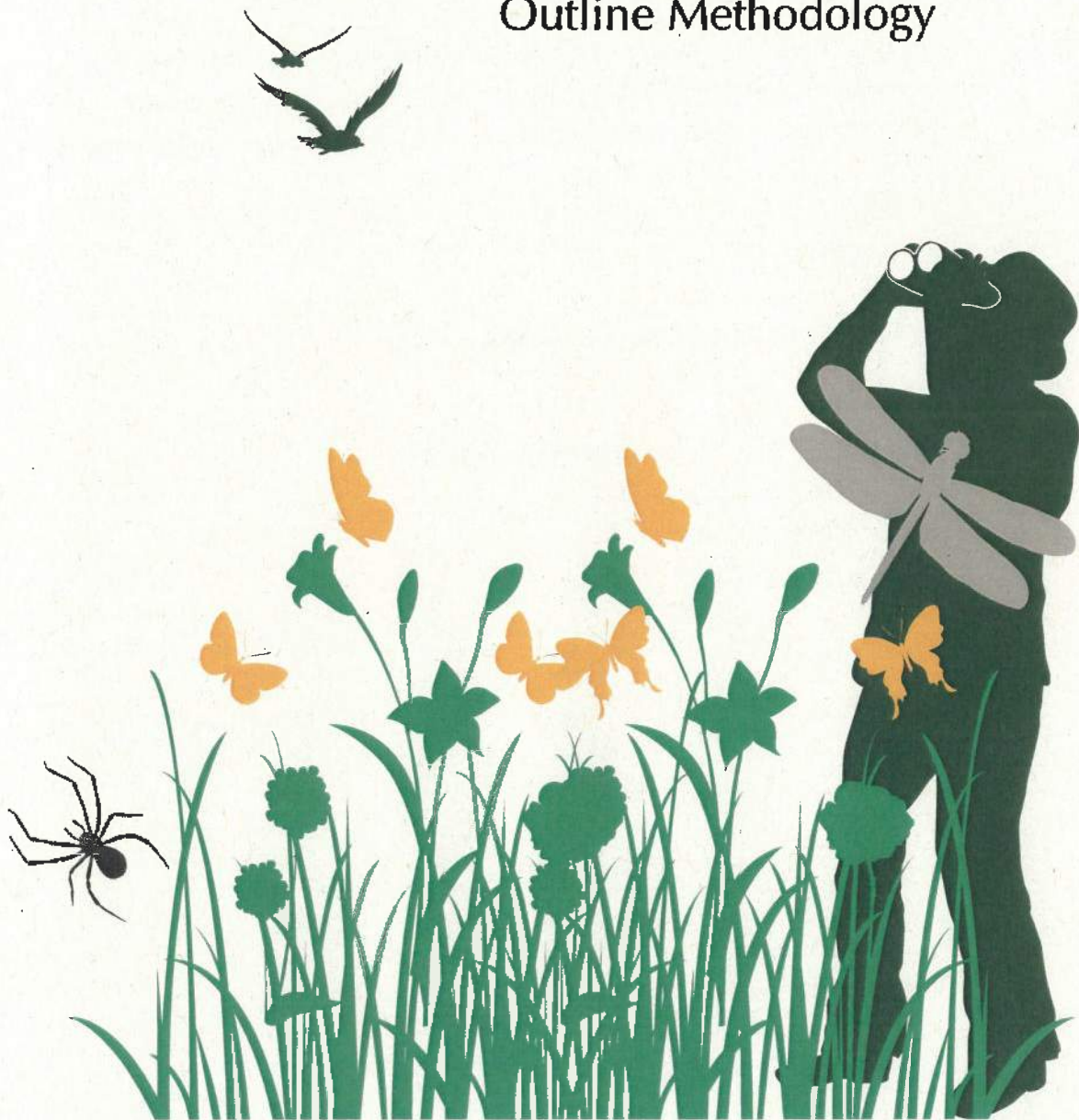
It is hoped that this policy will require very little policing and that traders will abide by the criteria in the knowledge that every endeavour has been made to strike a fair balance between the needs of traders and Community Councils to promote Monmouthshire and the rights of pedestrians to have safe and unhindered passage of the pavements.

Your co-operation in complying with Council 'A Board' policy will be appreciated.

Yours faithfully

Steve Lane
Highway Operations Manager
Operations Directorate

Monmouthshire County Council
**Monmouthshire
Green Infrastructure Strategy**
Outline Methodology



1.0 INTRODUCTION

1.1 General

- 1.1.1 Monmouthshire County Council commissioned Chris Blandford Associates (CBA) in March 2018 to prepare a Green Infrastructure (GI) Strategy for Monmouthshire. The GI Strategy is being funded through the Welsh Government's GI Capital Bid.
- 1.1.2 This paper outlines the brief, the proposed approach/stages of work and the indicative programme for preparing the GI Strategy by September 2018.
- 1.1.3 The Council is seeking to build consensus around the proposed approach to developing the GI Strategy by engaging stakeholders at an early stage in the process. In addition, a South East Wales GI Working Group will be established to facilitate sharing of good practice within the region.

1.2 Key Contact

- 1.2.1 For further information about the project, please contact:

Colette Bosley

Principal Green Infrastructure and Countryside Officer

Monmouthshire County Council

01633 644852/07816 175605

colettebosley@monmouthshire.gov.uk

2.0 THE BRIEF

2.1 Purpose of the Strategy

2.1.1 The GI Strategy will build upon the adopted Monmouthshire GI Supplementary Planning Guidance (SPG) and the Gwent Levels GI Strategy (see **Appendix**), integrate the findings from relevant studies and inform the implementation of Local Development Plan policies.

2.1.2 The purpose of the GI Strategy is to provide a framework for delivery of a range of national and local policy goals (including in particular Welsh Government's Well Being Goals, the Council's Well-Being Objectives and Monmouthshire's Biodiversity and Ecosystem Resilience Forward Plan).

2.2 Planning Policy Wales

2.2.1 Welsh Government's proposals from the Draft Planning Policy Wales (Edition 10, February 2018) emphasise the role of GI in delivering well-being goals.

2.2.2 Draft PPW defines Green Infrastructure (GI) as *'the network of natural and semi-natural features, green spaces, rivers and lakes that intersperse and connect places.'*

2.2.3 The Draft PPW advises that *'Planning authorities should adopt a strategic and proactive approach to green infrastructure and biodiversity, by producing up to date inventories and maps of existing green infrastructure and ecological assets and networks.'*

2.2.4 It also advises that assessments of existing GI *'should be used to develop a robust approach to enhancing biodiversity, increasing ecological resilience and improving wellbeing outcomes, and should identify key strategic opportunities where the restoration, maintenance, creation or connection of green features and functions would deliver the most significant benefits'.*

2.2.5 The general approach to developing the GI Strategy follows the principles for GI planning proposed in Draft PPW, taking into account best practice for preparing GI assessments and strategies from elsewhere undertaken by CBA and others.

2.3 Deliverables

2.3.1 Taking into account the relevant existing local, regional and national evidence base identified in the Project Brief, the national policy context and feedback from stakeholder engagement, the following aspects of the GI Strategy will be delivered:

- A **Strategic Framework**, identifying key priorities, opportunities and management strategies for GI on a county and settlement basis
- A prioritised and costed **Delivery Plan** providing strategic action plans for delivery of landscape-scale GI initiatives and GI projects around the main settlements
- A comprehensive and user-friendly **GIS Database** of GI assets and related information to inform land use planning and land management decision-making

3.0 APPROACH

3.1 Overview

3.1.1 The GI Strategy will provide a long-term and overarching strategic framework for guiding action in areas of clearly identified need, where investment in a high quality, sustainable and multi-functional GI network can deliver the greatest benefits for people and the natural environment. The GI Strategy will articulate a coherent vision for sustaining and improving GI provision to support sustainable development, and encourage effective stakeholder partnerships. It will also advocate the need for innovative GI management and funding, and facilitate cross boundary working on GI delivery.

3.1.2 Importantly, the GI Strategy will identify key priorities and opportunities for investment in GI to deliver public benefits that address local needs and contribute to well-being goals. The Strategy will also outline a clear delivery implementation strategy that identifies GI delivery mechanisms and potential funding sources. A concerted effort over a long period will be necessary to ensure that GI is planned, delivered and managed to fully meet the needs of existing and new communities; protect and enhance the environment; address the challenges of climate change; and underpin the economic stability of the County. Priorities for the successful delivery of GI include for example:

- Championing the importance, benefits and principles of GI to a wide audience – including the public, private and voluntary sectors.
- Influencing and enabling delivery of GI.
- Marketing and advocacy to promote the GI approach.
- Identification and selection of GI projects for funding.
- Establishing partnerships for the funding, delivery, management and ownership of specific GI projects.
- Identifying and disseminating information on best practice approaches to GI delivery.
- Liaising with neighbouring areas to co-ordinate cross-boundary delivery of strategic GI projects at the regional scale.

3.1.3 Strategic governance, leadership and co-ordination through stakeholder partnerships is key to effectively planning, managing and delivering GI. A long-term and strategic approach is also necessary as investment in new and enhanced GI provision is likely to be delivered incrementally through contributions towards GI provision from new development. Funding for delivery of GI related to specific developments may be secured from developer contributions in line with appropriate Local Plan policies.

- 3.1.4 Investment by the private sector in supporting a high quality environment and moving to a low carbon future through corporate environmental/social responsibility spending also provides a further potential funding source for GI investment.
- 3.1.5 In line with the Project Brief, the GI Strategy will be developed from a desk-based assessment using existing evidence. The approach does not involve site audits or field survey work. The project will be undertaken in three stages as described below.

3.2 Stage 1 – Scoping

Stakeholder Workshops

3.2.1 Stakeholders with a key role to play in delivering and managing GI for Monmouthshire will be invited to participate in workshops to help identify:

- Cross-cutting priorities, opportunities and management strategies for GI delivery on a county and settlement basis to feed into the **Strategic Framework**
- Potential GI projects to feed into the **Delivery Plan**
- GI data to inform the GI Assessment and for inclusion in the **GIS Database**

3.2.2 At this stage, it is anticipated that two workshops will be held for the following stakeholders:

Workshop A – Delivery Bodies

- Local Authority departments
- Adjacent Local Authority representatives
- Brecon Beacons National Park & Wye Valley AONB
- Natural Resources Wales, Cadw, Welsh Government
- Housing Associations
- Public Health Wales

Workshop B – Community Interests

- Elected Members
- Relevant Town and Community Councils
- Interest groups such as Transition Towns and Friends Groups
- Relevant 3rd sector organisations

3.2.3 The participants and format of the workshops are to be confirmed.

3.2.4 The workshops will be primed in advance by circulation of this Outline Methodology to provide a framework for discussion. The feedback from the stakeholder workshops will be used to update the methodology as appropriate.

South East Wales GI Working Group

- 3.2.5 To help facilitate sharing of good practice, the Council will coordinate a South East Wales GI Working Group of Local Authorities with an interest in developing GI strategies. It is anticipated that the Working Group may also include representatives from Natural Resources Wales and the Welsh Government. Feedback from this Group will help inform the development of the GI Strategy for Monmouthshire.

GIS Data Collation & Gaps Analysis

- 3.2.6 Relevant up-to-date GIS data held by the Council and others will be collated for GI assets within and around Monmouthshire. This will include interrogation of the data from NRW's State of Natural Resources Report, and also the LANDMAP database held by NRW as appropriate.
- 3.2.7 The following types of data relevant to assessing GI assets will be collated:
- Biodiversity and Ecological Networks (e.g. Designations, BAP Priority Habitats)
 - Landscape (e.g. Designations, Landscape Character Areas)
 - Historic Environment (Designated Assets)
 - Accessible Green Spaces (Country Parks, Urban Open Spaces, Open Access Land, Public Rights of Way, OS Greenspace Types)
- 3.2.8 The available GIS data will be reviewed to identify any gaps or other data quality issues that may be limitations for the GI Strategy. The GIS data will form the basis for developing the GIS Database of GI assets and related information.

3.3 Stage 2 – Developing the GI Strategy

Confirm Methodology

- 3.3.1 Following feedback on the Outline Methodology from the stakeholder workshops in Stage 1, the methodology for developing the GI Strategy will be updated before proceeding with the following Stage 2 tasks.

GI Assessment

- 3.3.2 An audit of GI assets will be undertaken, involving mapping GI assets at the relevant scale using the most up-to-date datasets available as collated in Stage 1. These are likely to include the following GI assets (or combinations thereof):
- Natural and semi-natural greenspaces
 - Green and blue corridors
 - Productive landscapes (farmland, woodlands and allotments)
 - Cemeteries and churchyards
 - Parks and gardens
 - Amenity greenspaces
 - Heritage sites
- 3.3.3 A review of the existing GI assets within the County's boundaries will be undertaken, along with any cross-boundary GI assets or proposed landscape-scale GI initiatives that may contribute to the functionality of the GI network in Monmouthshire.
- 3.3.4 The following GI themes are proposed to be used as a basis for assessing the functionality of GI assets in terms of the ecosystem services that they provide, and for identifying needs and opportunities for GI provision within the County:
- Landscape Setting & Quality of Place (including the historic environment)
 - Biodiversity & Ecosystem Resilience (including ecosystem services)
 - Greenspace Provision, Connectivity & Enjoyment (including local food production and play)
 - Climate Change Resilience (including sustainable energy use & water resource management)
 - Economic Development (improving the image and liveability of places)

- 3.3.5 Informed by the updated audit of GI assets, needs and opportunities for strengthening the GI network at the County-wide and settlement scale will be identified.
- 3.3.6 The needs assessment will involve an analysis of gaps and/or deficiencies in the quality, quantity and connectivity of GI networks at the County-wide and settlement scale as appropriate, taking into account relevant standards, guidance and latest available evidence.
- 3.3.7 As there is currently no agreed national standard for assessing GI provision in the round, in line with good practice the following approach will be adopted:
- **Quality** – the quality of GI provision will be assessed generally in relation to the condition of GI assets (using latest available condition monitoring information) and/or the value attributed to them (by reference to relevant designation/classification systems).
 - **Quantity** – the provision of GI in quantitative terms will be assessed in relation to the findings of the Monmouthshire Greenspace and Open Spaces Studies (with regards to the range of accessible greenspace types and sizes within walking and sustainable transport distances of people's homes).
 - **Connectivity** – the connectivity of GI assets for people will be assessed in relation to the provision of access links for non-motorised users (pedestrians, cyclists and equestrians); the connectivity of GI assets in biodiversity terms will be assessed in relation to the distribution and type of habitats that provide ecological corridors and stepping stones for the dispersal of wildlife.
- 3.3.8 The assessment will identify opportunities for the County's GI network to be improved through management and enhancement of existing assets, or creation of new GI assets, to help address the identified qualitative, quantitative and/or connectivity gaps and deficiencies.
- 3.3.9 The analysis will take into account the potential needs and opportunities for the GI network arising from other relevant existing/emerging strategies and plans.
- 3.3.10 The analysis will include identification of existing multi-functional corridors; key GI features; gaps and deficiencies in provision; sensitivities; and strategic opportunities and specific projects for improving the functionality of the GI network for both the current and future population. Opportunities and projects are likely to include both spatial opportunities for existing or proposed enhancement zones, sites and corridors, as well as health, educational or promotional opportunities that could enhance residential amenity and/or visitor experience.

Strategic Framework

GI Strategic Vision, Aims and Objectives

3.3.11 Informed by the findings of the GI Assessment work, a long-term Strategic Vision, Aims and Objectives for the County's GI network will be developed to complement and build upon the GI SPG and Gwent Levels GI Strategy (with clear cross referencing as appropriate).

3.3.12 A Concept Plan that expresses the Vision and opportunities for strengthening the County's GI network spatially at the County-wide and settlement scale will also be developed. The Concept Plan for the GI network is likely to comprise broadly defined green and blue corridors (containing a mosaic of land uses, natural and semi-natural wildlife habitats and access links) that act as linkages and stepping stones for dispersal of wildlife; provide sustainable transport linkages through provision of footpaths and cycle routes connecting local communities to natural greenspace; and enable strategic linkages with GI networks in adjoining areas. The Concept Plan will be supported by a powerful narrative that expresses the key benefits that protecting, enhancing, linking and extending the GI network can provide for Monmouthshire, such as:

- Supporting sustainable economic growth.
- Improving health and wellbeing.
- Increasing biodiversity and access to nature.
- Adapting to and mitigating the effects of climate change.
- Reinforcing and/or enhancing local character.

GI Strategic Priorities (County/Main Settlements)

3.3.13 The Vision and Concept Plan will be underpinned by the identification of key strategic priorities at a County-wide and settlement scale for the protection, enhancement or creation of GI assets to support the GI network. The priorities will reflect national, regional and local well-being goals and objectives, as well as the objectives of the Monmouthshire Biodiversity and Ecosystems Resilience Forward Plan. These priorities will be informed by, and be complimentary to, the emerging South East Wales Statement work being developed by NRW.

Greenspace Strategic Management Framework

- 3.3.14 The GI Strategy will include a framework for the strategic management of greenspace sites and other GI assets owned by the Council (such as Caldicot Country Park), taking into account and integrating existing management plans for individual sites and Council policies. The framework will also develop principles for the strategic management of greenspace sites/GI assets owned by other public bodies and major private landowners.

Well-being Goals/Objectives Analysis

- 3.3.15 In line with the importance placed on the well-being of future generations in Wales, a high level assessment of the contribution of the GI Strategy's strategic priorities towards the national well-being goals and local well-being objectives will be undertaken using a matrix-style approach.

Green Travel Corridors Strategic Opportunities

- 3.3.16 Strategic opportunities for developing active green travel corridors will be identified, building upon the existing public rights of way network and identifying new corridors to promote outdoor physical activity.

Strategic Health Impact Assessment

- 3.3.17 A high level assessment of the GI Strategy's impact on Public Health Wales' plans and policies will be undertaken to inform the assessment of the contribution of the GI Strategy towards the national well-being goals and local well-being objectives.

Strategic Play Framework

- 3.3.18 A framework for coordinating the strategic delivery of play provision within the main settlements will be developed. This will complement the Council's LDP GI Policy in relation to new development and the 2017 Play Strategy.

Biodiversity & Ecosystem Framework

- 3.3.19 In line with Monmouthshire's Biodiversity and Ecosystem Resilience Forward Plan (2017), areas and mechanisms for helping to safeguard priority habitats and species by addressing key pressures and increasing resilience will be identified. The framework will outline ways to improve the biodiversity management of public owned land and influence the way that others manage sites.

Delivery Plan

- 3.3.20 The GI opportunities and projects will be developed into a prioritised and costed **Delivery Plan** providing strategic action plans for delivery of landscape-scale GI initiatives and GI projects around the main settlements. The strategic action plans will include recommendations for key delivery mechanisms and partners, potential sources of funding and indicative costs, timescales and priorities.

Proposed GI Strategy Structure and Format

- 3.3.21 It is proposed that the format and presentation of the GI Strategy generally follows the style of the adopted GI SPG document for consistency, with an emphasis on images, diagrams and engaging content alongside illustrative maps. The documents will be concise with clear cross-referencing and hyperlinks to plans, studies and other relevant documents. At this stage, it is anticipated that the GI Strategy will comprise the following components for ease of use and updating:

- Volume 1 – Strategic Framework (incorporating the GI Assessment as an appendix)
- Volume 2 – Delivery Plan
- Summary Document
- GIS Database

3.4 Stage 3 – Finalising the GI Strategy

- 3.4.1 Following receipt of feedback from the Client Group on the draft reports, the draft reports will be updated as appropriate to address any relevant comments and final reports will be prepared.
- 3.4.2 The GIS Database will also be finalised in QGIS.
- 3.4.3 Once completed, the GI Strategy will be presented to MCC Officers/Members on a date to be agreed with the Client Group.

4.0 PROGRAMME

4.1.1 The indicative programme and anticipated milestones for preparation of the GI Strategy are as follows:

<i>Milestones</i>	<i>Dates</i>
• Inception	w/c 19 th March 2018
• Outline Methodology Submission	w/c 26 th March 2018
• Stakeholder Workshops/Regional Working Group	April/May 2018
• Confirm Methodology	May 2018
• Draft Strategic Framework Submission	End July 2018
• Draft Delivery Plan Submission	Mid August 2018
• Final GI Strategy Submission	End September 2018

APPENDIX

Location
UK

Client
Monmouthshire County Council

Budget
£24,000

Period
2013 - 2014

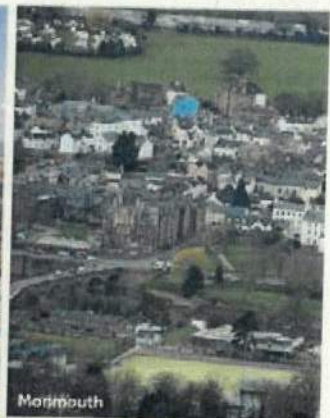
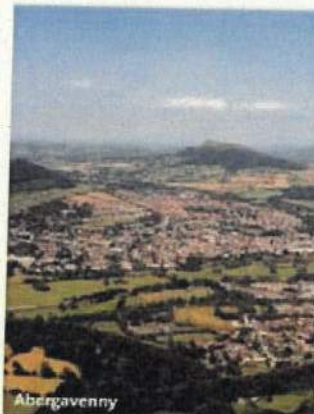
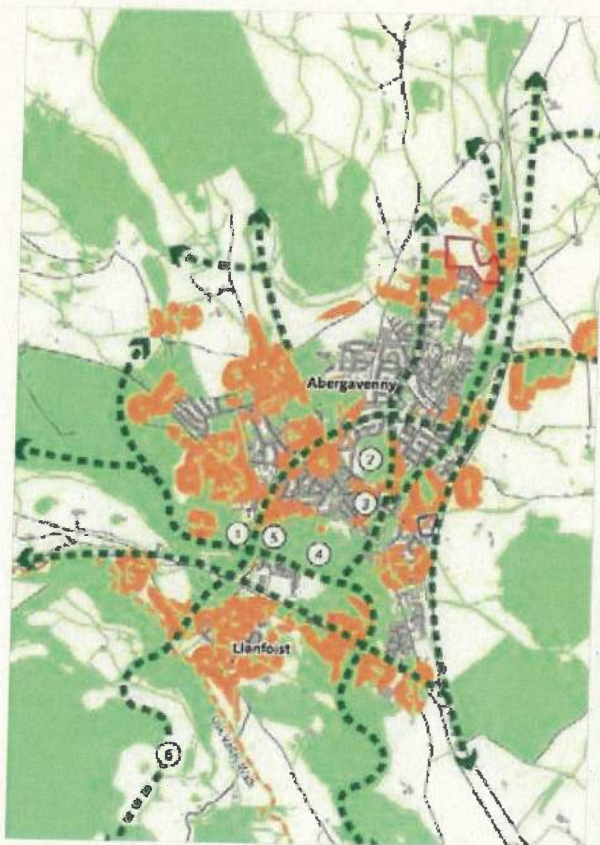
Services
GI Planning
Stakeholder Workshops
Graphic Design

Website
www.cbastudios.com

Monmouthshire Green Infrastructure Supplementary Planning Guidance

CBA was appointed to develop Supplementary Planning Guidance (SPG) to support the application of green infrastructure policies in Monmouthshire's Local Development Plan. The SPG is a material consideration in relation to planning applications and planning appeals. It helps guide the Council and applicants through initial pre-application discussions, the application process and the consideration of reserved matters and planning conditions relating to green infrastructure.

The SPG provides practical design and planning checklists, supplemented by good practice case studies and signposts to further information and guidance. Using a simple three-step approach, the SPG outlines the Council's expectations for how on and off-site green infrastructure should be considered and embedded within development proposals. Potential green infrastructure requirements for the key growth locations in the Monmouthshire Local Development Plan (Abergavenny, Monmouth, Chepstow and the Severnside Settlements) are also identified.



0254

Location
UK

Client
The Living Levels Landscape Partnership

Budget
£30,000

Period
2016-2017

Services
Landscape Character Assessment
Green Infrastructure Planning
Stakeholder Consultation

Website
www.cbastudios.com

Gwent Levels Landscape Character Assessment & Green Infrastructure Strategy

CBA was commissioned to undertake a Landscape Character Assessment (LCA) and Green Infrastructure (GI) Strategy of the Gwent Levels in South Wales to support the 'Living Levels' Landscape Partnership Scheme. The HLF funded Scheme aims to bring together local stakeholders, communities and farmers to collectively restore, enhance and protect the Gwent Levels landscape for all to enjoy.

The purpose of the LCA is to help inform the positive management and planning of the Gwent Levels by assessing the distinctive character and special qualities of this unique landscape. The LCA provided a narrative that brings the story of the Gwent Levels' historic evolution and current character to life to help improve people's understanding of the landscape and their connections to it, and encourage greater participation in conserving and enhancing the special qualities of the Gwent Levels landscape for future generations.

CBA also prepared a GI Strategy to help inform the protection, enhancement and extension of a multi-functional network of green and blue spaces and corridors that connects the Gwent Levels with the surrounding urban conurbations and wider landscape.

The LCA and GI Strategy were developed in close collaboration with the projects' partners, other stakeholders and local communities in and around the Gwent Levels.



0303



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Directors D Watkins BSc MSc MRTPI • A Croft BA N/A MCEA

Senior Consultant C.J Blandford BA DipLD MLA FLI

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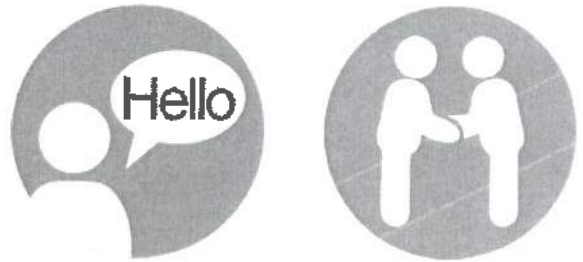
Planning Enforcement Training Workshop

11th June 2018

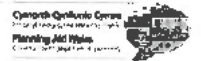
Facilitator: James Davies



Welcome and introductions



2

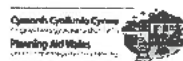


Today's session

- What is planning?
- Development Management Overview
- Enforcement Overview
- Enforcement in Monmouthshire
- Your issues



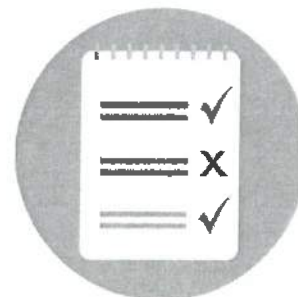
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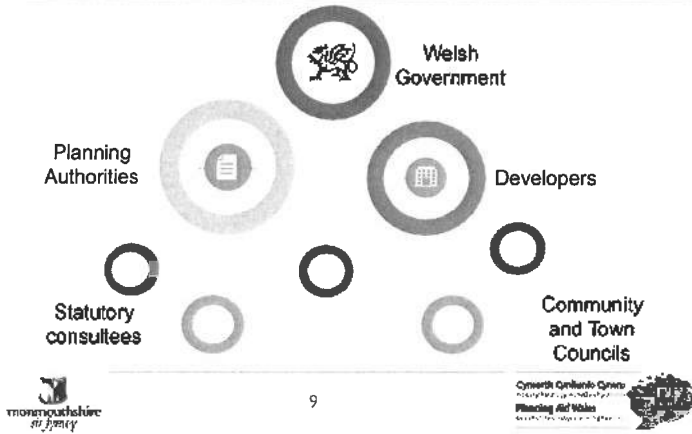
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Workshop evaluation (Part 1 only)



The key players in planning

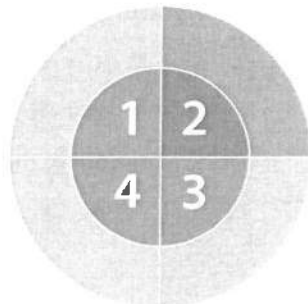


Questions ?



Part 2

Development Management Overview

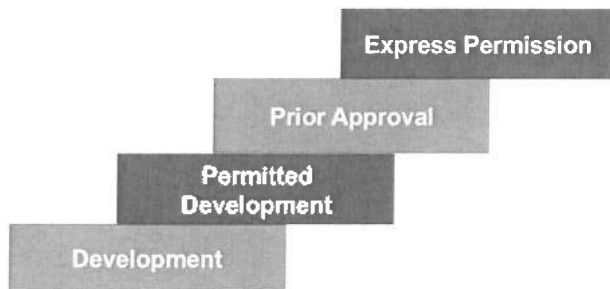


Proportionality

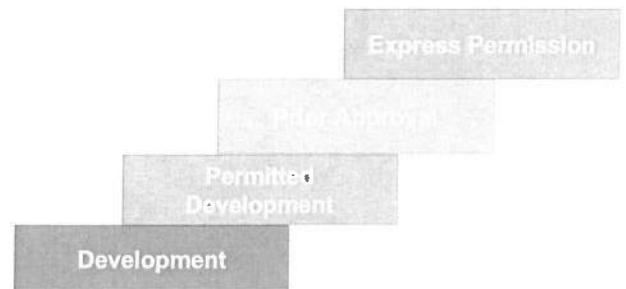
Development Management should be proportional to:

- Scale and complexity
- Impact on public interest

Proportionality – 4 steps



Step 1: Is it development?



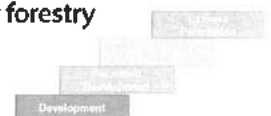
What is development ?

'The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land.'

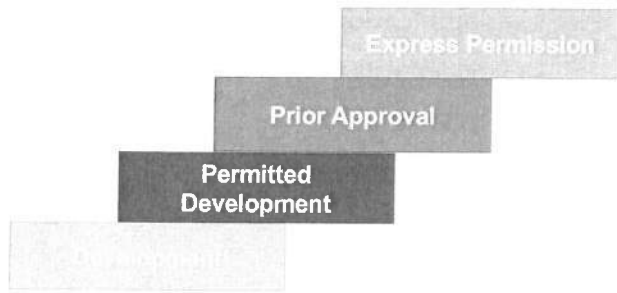


NOT development:

- Interior works (except...)
- Works that do not 'materially' affect appearance
- Road maintenance
- Uses incidental to the enjoyment of a dwelling
- Use of land for agriculture or forestry



Steps 2&3: Is permission needed?



Permitted Development

'...development that can be carried out without the need to apply for planning permission.'



Is permission needed?

- Permitted Development Order
- Use Classes Order
- Lawful Development Certificates



Prior Approval

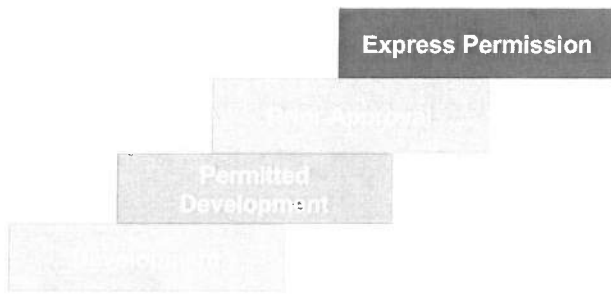
Planning permission not needed, but:

'some details such as appearance or siting from need approval before the development can commence.'

E.G. agricultural buildings, demolition



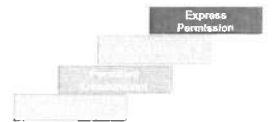
Step 4: Planning Permission



Planning Applications

Planning application classifications in Wales:

- Developments of National Significance
- Major development
- Local development

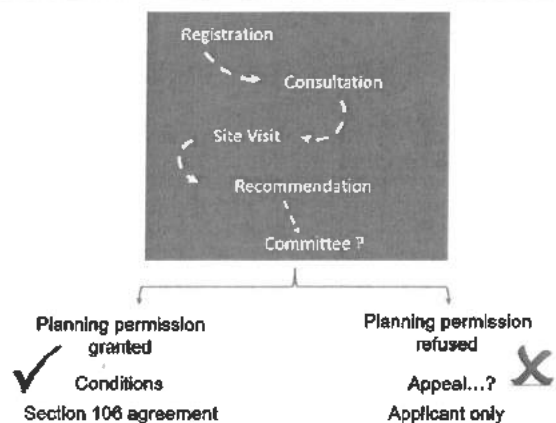


Major Development

- Mineral-working
- Waste development
- Housing - 10 or more dwellings / site of 0.5ha
- Buildings - floor space 1,000 sqm / site is 1ha

All subject to pre-application consultation.

The application process



After a decision is made

- Decision letter
- Appeals
- Complying with conditions
- Enforcement

Questions ?



Group work !



Your Enforcement Issues

QUESTION 1:
What are the main
enforcement issues you
face ?

QUESTION 2:
What do you need to
know more about?

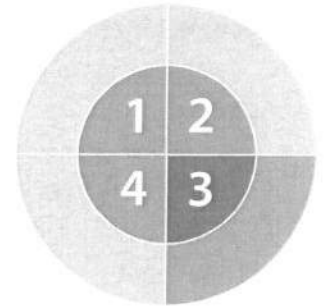
Refreshments break !

(15 minutes)



Part 3

Enforcement Overview



What is enforcement?

Enforcement ensures that development is carried out without harming the public interest, and that action is taken against development which unacceptably harms the public interest.

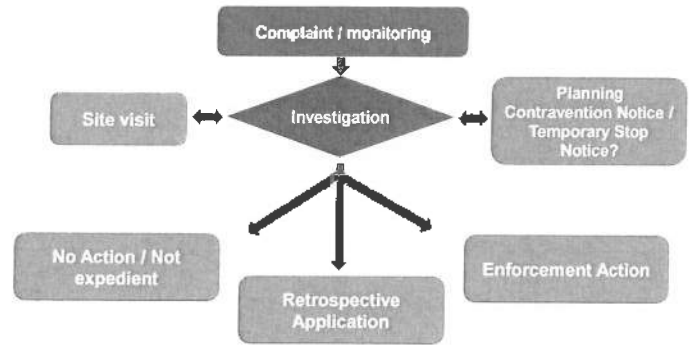
What is 'enforceable'?

- Development that needs planning permission
- Planning conditions
- Other areas of control (adverts, listed buildings)
- Land and buildings in unsightly condition

How does enforcement work?

- Resolves 'breaches' / regularises unauthorised development
- Discretionary - must be 'expedient'...
- Public amenity / interest

How does enforcement work?



The rights of the applicant

- **Not** a criminal offence to build without planning permission.
- Reasonable / appropriate action – remedy not punishment.
- Right to appeal.

What action can be taken?

No action - no breach:

- Not development / *de minimis*
- Permitted development

What action can be taken?

No action - not expedient:

- No harm to public amenity
- Benefits outweigh harm
- Immune from prosecution – '4 year' & '10 year' rules (except for deliberate concealment).

If planning permission likely ...

What action can be taken?

Retrospective applications:

- Enforcement Warning Notice
- Planning application / lawful development certificate
- Approval with conditions / refusal with Enforcement Notice

But if planning permission unlikely ...

What action can be taken?

Enforcement Action:

- Enforcement Notice
- Breach of Condition Notice
- Stop Notice
- Injunction
- Completion Notice
- Section 215

Enforcement appeals

- Must be made before Notice takes effect
- 7 grounds
- Written, hearing or public inquiry
- Costs – unreasonable, unnecessary

Enforcement appeals

Grounds of appeal:

- a) Planning permission should be granted
- b) Breach has not occurred (i.e. incorrect)
- c) Not development / permitted
- d) Too late to take action (Immune)

Enforcement appeals

Grounds of appeal:

- e) Served on wrong person
- f) Unreasonable steps to remedy
- g) Not enough time to comply

Outcomes

Appeal upheld:

- Permission granted
- Complied with
- Notice quashed

Appeal dismissed:

- Notice continues
- Direct Action
- Prosecution



Costs?

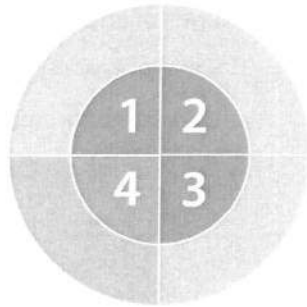


Questions ?



Part 4

Enforcement in Monmouthshire



Making a complaint

A complaint about a planning enforcement issue can be made to MCC by the following means:

- Use the "Report It" function on the Council's Planning web page (Contact Us)
- Email planning@monmouthshire.gov.uk
- Telephone one of the team (see next slide)

Contact details

- General officer number (01633) 644880
- Paula Clarke – Area Manager 644817
- Andrew Jones – Area Manager from July 2018 - 644808
- Guy Delamere – Senior Enforcement Officer 644814
- Alison Pankhurst – Enforcement & DM 644816
- Helen Etherington – Monitoring Officer 644815

Built Heritage

- Criminal offence & hefty fines
- Listed building / Conservation Area Enforcement Notices
- Prevent, preserve, mitigate or reverse
- Requirements to restore to original condition

Built Heritage – contact details

- Amy Longford - 01633 644877, Heritage Manager
- Jonathan Morgan - 01633 644876, Senior Heritage Management Officer
- Molly Edwards - 01633 644823, Heritage Monitoring Officer

Case Study 1: Old Waterworks Site

Unauthorised:

- Quarrying / digging soil & stone to widen access
- Plant / Machinery Storage



Case Study 1: Old Waterworks Site

Site located in Wye Valley AONB

Permission unlikely:

- Environmental Impact
- Danger to highway safety

Case Study 1: Old Waterworks Site

Urgent action taken.

- Temporary Stop Notice issued to cease digging
- After 28 days Enforcement Notice and Stop Notice issued to stop digging, storage and remove spoil
- Appeal lodged and then withdrawn
- Full costs awarded to MCC for late withdrawal

Case Study 2: Shed at Arthur's Court

Permission required:

- Shed taller than 1.5m within 2m of the house.



Case Study 2: Shed at Arthur's Court

- Retrospective application route pursued.
- Application submitted and permission granted for retention.

Case Study 3: Football ground wall

- Wall rebuilt slightly taller than original without planning application.
- No adverse impact on visual amenity – not expedient, case closed.



Case Study 4: New look for New Look

- Applicant unaware Grade II Listed Building (Group Value).
- New signs installed, Advertisement Consent not required, but Listed Building Consent was.



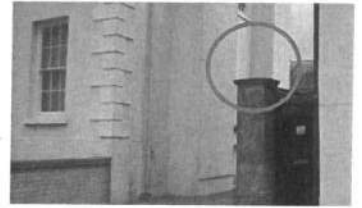
Case Study 4: New look for New Look

- Appeal upheld.
- Listed Building Enforcement Notice required re-instatement.



Case Study 5: The missing pineapple(s)

- Grade II* Listed Building
- Pineapple finial lost / stolen.
- On checking, other gate pier also missing – removed 20 years before.



Case Study 5: The missing pineapple(s)

- Listed Building Enforcement Notice Appeal upheld to restore both piers and pineapples.
- Stolen pineapple found in antique shop.



Questions ?



Your issues revisited...



Your Enforcement Issues

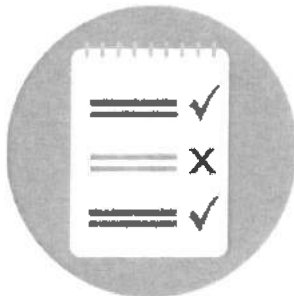
QUESTION 1:

What are the main enforcement issues you face ?

QUESTION 2:

What do you need to know more about?

Workshop evaluation (Part 2 please)



Thank you for attending!

Appendix 9.

		Caldicot	
Date	Type	Caption	Description
14/04/18 12:41:56	General	Caldicot Display Monitors	rebooted as all start flashing. didn't resolve most images from town seem to be severely pixelating. Problem resolved itself.
16/04/18 02:41:31	Monitor	Caldicot Cam 181 / 187	noted person sat on bench near library monitored
20/04/18 21:38:23	Monitor	Caldicot Cam 188	around 30 youths hanging around the one stop shop in town centre.
25/04/18 00:41:33	Monitor	Caldicot Cam 188	noted male in telephone box
25/04/18 03:49:02	Police In	Caldicot	police asking if TCBC CCTV cover Dewstow bridge in Caldicot advised No

		Caldicot	
Date	Type	Caption	Description
05/05/18 17:57:56	Camera Patrol	Caldicot	As B4..GW
05/05/18 19:42:37	Police In	Caldicot	Log 648 26/04/18 Request to check camera working
05/05/18 19:44:14	Review Footage	Caldicot	Log 648 26/04/18 Request to check camera working. Camera West End faulty.
06/05/18 16:00:21	Camera Patrol	Caldicot	AS B4..GW
08/05/18 01:40:24	Camera Patrol	Caldicot	FYI..GW
08/05/18 16:20:20	Review Footage	Caldicot	Reviewed footage as requested by A MASON NTR.
09/05/18 02:05:41	Camera Patrol	Caldicot	AS B4..GW
16/05/18 03:02:39	Monitor	Caldicot Cam 188	Camera 188 @ 01:22.58 - three youths messing about with the telephone kiosks in the Town Centre facial shots captured. Camera 184 - Newport Road @ 01:25'08 youths onto the Guif garage - messing about on the forecourt and take something out of a cabinet go to the rear and @ 01:29.25 smoke appears from the rear of the petrol station. Joanne police operator at Gwent Police HQ comes through at this point and asks do we have sightings of anyone messing with the telephone kiosks. I update her with events. Camera 184 Newport Road @ 01:43'06 youths reappear walk up to Jubilee way & that's the last seen of them. Camera 186 Jubilee Way @ 02:18.39 - police car arrives patrols/searches the area & at 02:27 the police leave the area. END....TM
16/05/18 03:26:49	Police In	Caldicot Cam 188	01:35 - Joanne from Gwent Police HQ calls to ask if we see anyone messing with the phone kiosks in Caldicot town centre. I update her with events as they are happening SEE LOG entry 03:02'39 before this one.... TM
18/05/18 00:18:25	Police In	Caldicot Cam 184	Police log: 622 17/5/18. Request to view footage of the One stop shop Newport Road Caldicot. Police and SWFRS called to fire there at 23:40. Viewed footage from 23:20 NTR. MW. Updated FCR.
22/05/18 19:22:12	Review Footage	Caldicot Cam 187	Claim ref SVAC1805020025 Check to see camera status on 01/05/2018 Camera on tour collision not seen.



Monmouthshire CCTV Scheme - MINUTES
CCTV User Group Meeting
Thursday 7th June 2018 – 10am
Conference Room, Usk

Attendees:

Andrew Mason (Chaired)	-	Community Safety Officer - MCC
Cllr Tony Redhead	-	Chepstow Town Council
Cllr Martin Brady	-	Chepstow Town Council
Cllr Felicity Cotton	-	Monmouth Town Council
PC Bridget Griffiths	-	CADRO South Monmouthshire - Gwent Police
Cllr Dave Evans	-	Caldicot Town Council
Cllr Margaret Harris	-	Abergavenny Town Council

1. Apologies

Apologies for absence were received from the following:

Cllr Sara Jones (Chair)	-	Monmouthshire County Council
Cllr Mat Feakins	-	Monmouth Town Council
Mike Wakefield	-	CCTV Operator
PC Mal John	-	CADRO North Monmouthshire - Gwent Police
Chris Marsh	-	SRS Control Room Supervisor
Parmjit Sandhu	-	SRS

2. Minutes of the last meeting held on the Thursday 1st February 2018:

The minutes of the last meeting were approved as a true and accurate record of the meeting.

3. Update on Actions from meeting Thursday 1st February 2018:

Number	By	Action
ACTION 1:	AM	Continue to liaise with Monmouth Town Council on re-locating the camera 204 in Monnow Street. Ongoing – Monmouth Town Council not wishing to proceed at this time – Action Closed.
ACTION 2:	Sara Jones	Look into the issue of the cameras near the Asda store in relation to whether money can be reclaimed given the s106 commitment. Follow up enquiry with Judith Langdon. Have spoken to Jude – it is possible need to enquire with Jill Edge in Planning. DE will speak to Jill.
ACTION 3:	AM	To circulate the New MoU 2018/21 to Abergavenny, Caldicot & Chepstow - Done
ACTION 4:	AM	Send Amendment to Monmouth Town Council to reflect the increase in MCC Charges. - Done

Comment from Cllr TR regarding future rises in Annual Charges anticipated by MCC – Reply that it is for this group to set the level of annual contributions at the autumn meeting.

4. Status of Cameras – Status Update 7th June 2018

No.	Camera ID number	Location	Video In	Record	Picture	Control PTZ	Network Issue	Camera Issue	Radio Link	Power
Abergavenny		8 cameras								
1	77	Castle St	YES	YES	YES	YES	0	0	✓	
2	78	Fairfield car park	YES	YES	YES	YES	0	0	✓	
3	79	Frogmore Street	YES	YES	YES	YES	0	0	✓	
4	80	High Street	YES	YES	YES	YES	0	0	✓	
5	81	Market Street	YES	YES	YES	YES	0	0	✓	
6	82	Cross Street					0	0	✓	
7	83	Bus Station					0	0	Off	
8	84	Top of Bus Station, St Mary's					0	0	Off	
Chepstow		9 cameras								
9	91	Nelson St car park					0	0	Off	
10	92	Beaufort Square					0	0	Off	
11	93	High Street	YES	YES	YES	YES	0	0	✓	
12	94	Moor Street	YES	YES	YES	YES	0	0	✓	
13	95	Welsh St						0	✓	
14	96	Thomas Street (Bus Station)	YES	YES	YES	YES	0	0	✓	
15	97	The Dell Car Park	YES	YES	YES	YES	0	0	✓	
16	98	Library/Manor Way	YES	YES	YES	YES	0	0	✓	
17	99	Bulwark shops	YES	YES	YES	YES	0	0	✓	
Caldicot		8 cameras								
18	181	Service Road	YES	YES	YES	YES	0	0	✓	
19	182	Outside OSS	YES	YES	YES	YES	0	0	✓	
20	183	Sandy Lane	YES	YES	YES	YES	0	0	✓	
21	184	Newport Road	YES	YES	YES	YES	0	0	✓	
22	185	West End	YES	YES	YES	YES	0	0	✓	
23	186	Jubilee Way car park	YES	YES	YES	YES	0	0	✓	
24	187	Woodstock Way	YES	YES	YES	YES	0	0	✓	
25	188	Town Centre (Centre)	NO	NO	NO	NO	0	0	✓	
Monmouth		7 cameras								
26	201	Blestium Street	YES	YES	YES	YES	0	0	✓	
27	202	Monnow Street – lower	YES	YES	YES	YES	0	0	✓	
28	203	Monnow Street – Pelican	YES	YES	YES	YES	0	0	✓	
29	204	Monnow Street – upper	YES	YES	YES	YES	0	0	✓	
30	205	Agincourt Square – Shire Hall					0	0		
31	206	Agincourt Square - Iceland					0	0		

32	207	Church Street	YES	YES	YES	YES	O	O	V	
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KEY:	Total of 32 Cameras	#	%
GREEN =	Working	24	75
AMBER =	Part Working	0	0
RED =	Not Working	8	25

Power Failure from Supply: 82 Cross Street, o/s The Angel – underground fault reported to SSE/WPD
92 Beaufort Square – reported to SSE

Network Issue: 95 Welsh Street – Network connection in Hanbury House under investigation by SRS

Radio Link Issue: 91 Nelson Street – new Wavesite Link on order with AVA
205 & 206 Agincourt Square – Link to 205 down following scaffolding

Camera Issue: None

Technical Issue: None

5. Control Room Operator Report: Chris Marsh sends his apologies as he is quite unwell on sick leave.

Monthly reports forwarded to towns last week for April and May.

- **All Towns:** Please share all up-coming events in your towns with the Control Room
On controlroom@torfaen.gov.uk or chris.marsh@torfaen.gov.uk

6. Police Report:

North: PC Mal John – Apologies for absence on police operation
Abergavenny

- Log 511 01/04/18 – Auberge assist door staff. One male arrested to prevent a breach of the peace. Early intervention between door staff CCTV and police.
- Log 552 09/04/18 – Male and female on town centre female had fallen over and taken to hospital by ambulance nothing suspicious on CCTV.
- Log 397 15/04/18 – Market Street car keyed no other vehicles damaged enquires on-going.
- Log 153 22/04/18 – Male with dementia missing located in lanes behind home address has an appointment with consultant tomorrow. Use of CCTV to search town area, allowing officers to carry out a localised search.
- Log 444 03/05/18 – Daughter missing 12 years old. Extensive area search incorporating CCTV female returned to home address and welfare check carried out.
- Log 396 05/05/18 – Female missing from Neville hall hospital having taken an overdose. Extensive area search with the assistance of CCTV. Dyfed Powys police conducted an address check female at home address and emergency services dealing.
- Log 204 14/05/18 – Male with dementia missing. Extensive search via media and officers on the ground assisted with CCTV. Male located at local doctors surgery.
- Log 593 18/05/18 – Female assaulted in Fairfield car park whilst fair at location. Caller has decided not to make a formal complaint.

Monmouth

- Log 77 01/04/18 – Serious road traffic collision. CCTV still photos of possible suspected vehicle obtained. Female driver identified and enquires are ongoing to obtain all witness statements and conduct interview.
- Log 460 02/04/18 – Anti social behaviour of youth banging window of house area search negative and nothing on CCTV.
- Log 6 13/04/18 – Anti social behaviour of youths throwing toilet roll. Local area search made with a negative result.
- Log 399 16/04/18 – Missing person wanted for several offences force wide sighting required. South Wales owning force and enquires are ongoing.
- Log 72 28/04/18 – Break into property on town centre. Two witnesses obtained forensics and shop CCTV to be enhanced. Enquires are still ongoing.
- Log 219 02/05/18 – West Mercia police reporting missing person. Extensive enquires using social media CCTV officer on patrol. Person located in west Mercia area.
- Log 516 04/05/18 – Male identified by shop security guard trying to steal and has left the shop. Observations for CCTV. Insufficient evidence that a crime has been committed intelligence to be submitted.
- Log 38 10/05/18 – Report of incident may have occurred and CCTV may be required. One arrest made and enquires are on-going.
- Log 59 30/05/18 – Missing person from St Cadoc's hospital. All resources used to search for this vulnerable male who was eventually located and returned to hospital.

Prolific shoplifter issued with a community protection warning not to enter town centres issued.

One prolific female shop lifter on Criminal Behaviour Order arrested on two occasions and reported to attend court her offending has reduced by 90% since the order has been in place. Three offender's issues with exclusion notices for one year, working alongside store net.

South: PC Bridget Griffiths – Caldicot

- Log 527 22/04/18 – call about a young male carrying what looked like a handgun in the Caldicot area. Extensive use of CCTV did not find the male. Apparently it was a toy.
- Log 24 16/05/18 – call from BT about an abandoned call from a phone box in the town. CCTV checked and showed three males acting suspiciously at the time, but not on the phone.
- Log 622 17/05/18 – report of smoke billowing from a shop in the town, late evening. CCTV used to check for any activity prior to the smoke being found – nothing seen.
- Log 118 29/05/18 – report of damage being caused to the library – enquiries carried out with CCTV. Several groups seen at varying times outside, but the actual damage was out of the scope of the camera.

Chepstow

- Log 191 – 01/01/18 – 20 persons fighting in Welsh Street, incident monitored by CCTV control room. One person assaulted and one person arrested.
- Log 304 – 08/01/18 – Commercial burglary at Francis and Co. CCTV utilised during enquires.
- Log 52 – 14/01/18 – Assault in bus station, one male knocked out. CCTV utilised during investigation enquires.
- Log 005 – 28/01/18 – Welsh Street Car Park, vehicles driving erratically/dangerously. CCTV asked to view/monitor.
- Log 452 – 05/03/18 – Bulwark Road, RTC outside Spar, car vs pedestrian. Pedestrian had significant injuries. CCTV utilised during investigation and captured part of incident.
- Log 37 – 11/03/18 – Fighting, High Street. Report of large amount of persons fighting. CCTV asked to monitor.

- Log 181 – 12/03/18 – George Hotel, criminal damage caused by brick thrown through window. CCTV utilised by officer in investigation.
- Log 220 – 24/05/18 – Pupil reported missing from Chepstow Comprehensive School – CCTV passed description and asked to monitor the town centre.
- Log 286 – 25/04/18 – Pupil reported missing from Chepstow Comprehensive School – CCTV passed description and asked to monitor the town centre.
- Log 289 – 28/04/18 – CCTV reporting youths smoking drugs on Welsh Street. No persons located by officers on arrival.
- Log 122 – 08/05/18 – Vulnerable pupil reported missing from Chepstow comprehensive school. CCTV passed description and asked to monitor town centre for sightings.

7. Local Issues:

Chepstow:

- Current issues, as previously stated, parking in High Street & Vehicle use of St Mary's Street. CCTV could assist on an adhoc basis but is not the long term sustainable solution.
- Forthcoming event: start of monthly market in High Street. Road closed. Details to be emailed to CCTV Control room.

Caldicot:

- Concerns raised around elderly generation collecting money from the one Bank in Caldicot, queuing into the street.
- Town Council willing to facilitate bollards preventing vehicles entering the town, Landowners MCC not so keen.
- Young people hanging around outside the Chemist on the town in the mornings and evenings causing concerns amongst the elderly. BG noted issue to pass to CSO's.
- Camera request for King George V Playing Fields – arrange visit to explore options.

Abergavenny:

- None

Monmouth:

- None

8. AOB: No Items received in advance

None on the day.

9. Date of Next Meeting:

Thursday 4th October 2018 – 10am – Conference Room Usk

Contact Details:

Chris Marsh – chris.marsh@torfaen.gov.uk

CCTV – Control Room – controlroom@torfaen.gov.uk

Andrew Mason – andrewmason@monmouthshire.gov.uk

NEW ACTIONS:

Number	By	Action
ACTION 1:	TR	Chepstow TC to email CCTV to inform of new monthly market in High Street.
ACTION 2:	AM	Explore new camera linked into town centre system for King George V Playing Fields, Caldicot. Arrange a visit with Bridget.
ACTION 3:		
ACTION 4:		

Caldicot Town Team MeetingWednesday 9th MaySt 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