CALDICOT TOWN COUNCIL

**Minutes of Planning and Resources Committee held at 6.30pm on Tuesday,**

**13th February 2018 at Caldicot Town Council**

**Present:** Cllrs: P Stevens, Mayor A Lloyd

W Conniff M Mitchell

A Easson F Rowberry

O Edwards M Stevens

J Harris J J Williams

R J Higginson

[In attendance: Gail McIntyre, Clerk, S King, Deputy Clerk, C Till, Member of Public, Chris Jones Regeneration]

##### 1 Apologies

Apologies were received from Cllrs D Ashwin, D Evans, S Tovey, K Harris, J Williams

**2 Declarations of Interest - To be identified under the relevant item/Forms to be completed**

Cllr R J Higginson declared a personal interest as a member of Mon CC Planning Committee

**3 Suspended Proceedings**

**a) Presentation of donations**

The Chair suspended proceedings to present Town Council donations.

The chair welcomed representatives from SARA, Blue Phoenix Jazz Band, 2nd Caldicot Scouts and 3rd Caldicot Brownies.

The Mayor presented the following donations

* 3rd Caldicot Brownies

The Mayor presented a cheque of £400.00 to 3rd Caldicot Brownies. The Brownie leader thanked the council for the donation as it would assist with costs of a pack trip for the brownies to commemorate her 40 + years’ service with the group.

* 2nd Caldicot Scouts

The Mayor, Cllr Philip Stevens, presented a cheque of £500.00 to 2nd Caldicot Scouts. The treasurer thanked the council for the donation as it would assist with costs for a Scouts trip to Ypres.

* Severn Area Rescue Association

The Mayor, Cllr Philip Stevens, presented a cheque of £500.00 to Severn Area Rescue Association (SARA). The representative thanked the council for the donation to help purchase a new vehicle to assist with search and rescue operations.

* Blue Phoenix Jazz Band

The Mayor, Cllr Philip Stevens presented a cheque of £400.00 to Blue Phoenix Children's Marching Jazz Band. The secretary thanked town council for the donation as it would assist with costs of transport for competitions.

**b) Chris Jones Regeneration – Caldicot Town Centre update**

See Appendix A

**4 Planning Applications Received**

**Plans may be viewed prior to the meeting at:**

[**http://www.monmouthshire.gov.uk/planning/research-planning-history**](http://www.monmouthshire.gov.uk/planning/research-planning-history)

**DC/2018/00063:** Planning Permission – Front single storey sun room. Double storey rear and side extension. Replacement garade – 3 Dewstow Road, Caldicot, NP26 4AG.

**TC APPROVED**

**DC/2018/00066:** Planning Permission - Planning Permission - Erection of large cabin in garden. 27 Plover Crescent, Caldicot, Monmouthshire, NP26 5ET

**TC APPROVED**

**DC/2018/00135:** Planning Permission - InstaVolt are proposing to install 1 rapid electric vehicle charging station within the grounds of Caldicot Filling Station, Monmouthshire. Existing space will become 1 EV charging bay, along with associated equipment –

Caldicot Filling Station, Newport Road, Caldicot, NP26 4XB

**TC APPROVED**

**DC/2018/00070:** Demolition of existing flat roof porch, garage and side extensions. Construction of new pitched roof porch, two storey side extension and internal alterations- 12 Stafford Road, Caldicot, NP26 5DE

**TC APPROVED**

The Mayor asked if Council would accept planning application DC/2017/01344, received following agenda despatch and required comment prior to the next meeting**.**

**Council resolved that planning application DC/2017/01344 would be considered.**

**DC/2017/01344:** Planning Permission – Single storey side extension. - 19 Dewstow Road, Caldicot, NP26 4AG (amendment to HMO use)

**TC REFUSED\***

**\*Traffic – will affect street parking**

**\*Overdevelopment of plot**

**\*Change of use**

**4a Mon CC Planning Information [DISPLAYED]**

**i) Planning Permissions**

**DC/2017/00029:** One new fascia sign, 1 new projecting sign and two internal window graphics – Greggs, 29 Newport Road, Caldicot

**TC Approved P&R 14.02.17**

**ii) Planning Applications withdrawn**

**DC/2016/01409:** Two storey side extension with single storey lean to rear extension –

19 Dewstow Road, Caldicot, NP26 4AG

**TC Refused P&R 12.3.17**

**DC/2017/00266:** Proposed mixed use premises incorporating existing A2 use, and new B1 use – Unit 6, Wesley Buildings, Newport Road, Caldicot, NP26 4XF

**TC Approved FTC 29.3.17**

**Council noted Mon CC Planning Information**

**5 To approve Memorandum of Understanding CCTV [Circ]**

**Ref: 4.1 – To approve increase in Town Council annual contribution from £12,800 to**

**£13,056 pa (paid quarterly)**

**Council approved CCTV Memorandum of Understanding and the increase in Town Council annual contribution** **from £12,800 to £13,056pa (paid quarterly).**

**6 To approve 2017/18 charges for cleaning of toilets - £11,009.96 + VAT pa and approve 2018/19 increase (2.5%) - £11,285.21 pa (to be paid quarterly)**

**Council approved 2017/18 charges for cleaning of toilets (£11,009.96+VATpa) and approved 2018/19 increase (2.5%) £11,852.21pa (to be paid quarterly).**

**7 To approve minutes and recommendations of Health and Safety Committee 7th February 2018**

A councillor advised that a harness was not necessary on the selected product. Concerns were raised regarding potential injury that could be caused by a removable harness.

**Council resolved that a harness would not be purchased for the DDA compliant swing.**

The Mayor asked if Council would consider an urgent item regarding installation of benches on KGVPF, from Caldicot Town Centre.  **Council resolved to accept the urgent item from the Mayor.**

The Mayor advised that Town Team were removing benches within the town centre and had offered to site them in the KGVPF free of charge.

**Council agreed that a Health & Safety Committee meeting would be arranged to consider locations for the benches.**

**Committee approved the minutes and recommendations of Health and Safety Committee 7th February 2018.**

**8 To approve signage for Cemetery Notice Board *[b/f FTC 31.1.18]* [Circ]**

*[Hire of generator for Cemetery Works £96 and estimated install of notice board £85]*

Council requested minor alterations to the proposed signage.

**Council approved signage, with alterations, for the cemetery notice board and agreed installation costs.**

**Council approved hire of a generator for cemetery works.**

**9To note MHA open meeting for local residents regarding re-development of Elm Road Garages – Tuesday 20th February 2018 4.30-6.30pm**

**Council noted the MHA open meeting for local residents regarding re-development of Elm Road Garages – Tuesday 20th February 2018 4.30-6.30pm.**

Council were advised that GDPR legislation would be introduced on 25th May 2018. Training/awareness would be held at County Hall, Usk on Tuesday 27th February 2018 at 6pm.

The new legislation was significant to the Council and Members were encouraged to attend. **Council agreed that the information and date would be re-circulated to members.**

**10 *Council resolved to exclude the Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:***

**11 To Consider Quotations for Health & Safety Works to Town Council Boundary Wall**

***[b/f FTC 31.1.18]***

The clerk advised that three quotations had been received for works to the boundary wall. The Clerk read out the three quotes, including prices and works included.

In presenting the quotations the Clerk advised that all quotes were presented on headed paper, two stated ‘stonemason’ and one stated ‘brickwork and stonework’.

It was proposed and duly seconded to approve the quote for £1440.00.

**Council resolved to approve the quote for £1440.00**

The meeting closed at 7.40pm

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Mayor/Deputy Mayor

**Appendix A - Chris Jones Regeneration – Caldicot Town Centre update**

Chris Jones delivered an update to Town Council, this followed previous presentations to Town Council and workshops that had been held:

* Vision 2016 brief
* Workshop October 2017 – community hub idea withdrawn from plans
* Workshop January 2018 – feedback ongoing regarding highways and planning
* Between development and final projects stage
* Visioning concept

The three key projects were identified as Jubilee Way Scheme, The Cross Destination and Newport Road Local Enterprise Hub.

**Jubilee Way Scheme**

* Residential development consisting of 2 bed flats (18) and 1 bed flats (9)
* Engaging at street level – use of materials considered (stone, brick, metal, glass)
* Enhancing first impressions of the Town Centre
* Vacant unit to be maximised, allowing for dual aspect anchor store
* 47 Parking spaces for flats
* Public car park currently has 55 spaces, this could be increased to 68 – potential availability for additional 15
* Public Toilets would be moved to lower floor of accommodation building

**The Cross Destination**

* Shared space concept
* Improving appearance through repositioning of bus shelter, signage, street furniture and incorporation of planting
* Streamlining link from Town Centre to the Castle and Country Park - Chepstow Road/Church Road area.

**Newport Road Enterprise Hub**

* Promoting Caldicot brand – Tourist Information, coffee, food, local concept
* Bringing forward shop fronts, building levels and increased floor space
* Enhancing appearance with use of suitable materials and planting
* Improving visual line and decluttering

Council were invited to ask questions and the following points were noted:

* A member queried whether there was an estimated cost for the works. Council were advised that until the designs had been finalised, the project cost could not be established.
* A query was raised regarding revenue from development. The consultant advised that investment was required for all units in the town, discussions were ongoing with landlords Debenham Property Trust.
* Clarification was provided regarding the bidding process, Council were informed that Mon CC would submit the bid, estimated end of April, funding gap would be achieved through Welsh Government Funding.
* The 3 main projects had been presented to Mon CC and included the possibility of phased developments.
* Council recognised an ongoing separate project to replace existing street furniture, consultants had discussed the project with Mon CC so that it could be incorporated into visioning project.
* Further information was requested regarding the assessment of shared space. In response, Council were advised that consultants were awaiting highways feedback, regarding risk assessment proximity of pedestrians and road traffic.
* Council highlighted the need for additional issues to be considered such as link to KGVPF, signage and where connections could be aligned to the broader framework.
* In summary, Council raised the main points as:
  + Gulf corner
  + White hart
  + Traffic through Newport road
  + Infrastructure – schools and doctors
  + Seating – coordination with town team

Chris Jones reminded Council that any further comments would be welcomed and could be communicated through the Clerk. A copy of the presentation would be sent to the Town Council.

The next workshop for the Town Centre Project was planned for 7th March 2018 at 6pm in the community hub, however the date was to be confirmed.

The Mayor thanked Chris Jones for attending the meeting.