**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 25th April 2018 at Caldicot Town Council**

 Present: Cllrs P Stevens, Mayor [left 6.35pm]

 O Edwards, Deputy Mayor RJ Higginson

 D Ashwin A Lloyd

 A Easson M Mitchell

 W Conniff M Stevens

 D Evans S Tovey

 R Garrick F Rowberry

 K Harris JJ Williams

[In attendance: G. McIntyre Clerk, S. King Deputy Clerk, C. Till, Members of Press and Public, Royal British Legion Representatives [**9944**] Events Committee Representative [**9944**] Mon CC Officers [**9944**]]

##### 9942 Apologies

 Apologies were received from Cllr J Williams.

**9943 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

Cllr K Harris declared a personal interest in Caldicot Events Committee in relation to minute 9944.

Cllr D Evans and R J Higginson declared personal interests in Planning Matters, as members of Mon CC Planning Committee, in relation to minute 9947.

**9944 To Suspend Proceedings**

 **a) Presentation of donations – Events Committee and Royal British Legion**

 The Chair suspended proceedings to present Town Council donations.

The chair welcomed representatives from Caldicot and District Royal British Legion and Caldicot Events Committee. The Mayor presented the following donations:

 The Mayor presented a cheque of £500.00 to Caldicot and District Royal British Legion. Peter Wilson, RBL thanked the council for the donation as it would assist with costs of Great Pilgrimage 90 to Ypres.

The Mayor presented a cheque of £8,000.00 to Caldicot Events Committee. A representative of Caldicot Events Committee thanked the council for the donation as it would assist with costs of Summer Carnival and Christmas Light Switch On Event 2018.

*Cllr P Stevens left the meeting at 6.35pm.*

**The Deputy Mayor, Cllr O Edwards took the Chair for the remainder of the meeting.**

 **b) Updates from Mon CC Officers: See Appendix A**

**9945 Open Forum for Public Participation [max 15 mins at Mayor’s Discretion]**

 There were no matters raised by members of the public.

**9946 To Approve the Minutes [CIRC]:**

a) Minutes of Full Town Council 28th March 2018 – Mayor to sign the Minutes

**The Minutes were approved as a true record and duly signed by the Deputy Mayor.**

 b) Minutes of Planning and Resources 10th April 2018 – Mayor to sign the Minutes

**The Minutes were approved as a true record and duly signed by the Deputy Mayor.**

**9947 Planning - 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)

1. **Planning Applications Received:**

**DM/2018/00380:** Erection of four no. one-bedroom terraced mews type dwellings, with car parking, landscaping and associated works – Land at Elm Road, Redundant Garage Blocks

**TC APPROVED**

**DM/2018/00532:** Discharge of conditions; 6 (green infrastructure), 10 (materials), and

 11 (external materials). Relating to DC/2016/01453.

 - 1 Brookside, Neddern Way, Caldicot, Monmouthshire, NP26 4JR**TC APPROVED**

 **B) Mon CC Planning Information**

 **i) Planning Permissions**

 **DM/2018/00425:** Discharge of conditions 3 and 4 from previous application – DC/2017/00990 – notices for local planning authority with a start date and traffic management plan. 125-195 Oakley Way, Caldicot, NP26 4EB **TC Approved FTC 28.3.18**

 **DM/2018/00282:** Two story extension to the side and partially to the rear of the property –

 7 Stafford Road, Caldicot, Monmouthshire, NP26 5DE **TC Approved P&R 10.4.18**

**DC/2018/00207:** Change of use of vacant agricultural land to provide an extension to Caldicot Cemetery. Land adjacent to Caldicot Cemetery, Dewstow Road, Caldicot, NP26 4AG

**TC Approved FTC 28.3.18**

**DC/2018/00019:** Planning Permission. Variation of condition 2 from previous application DC/2016/01453 '25 dwellings and associated works' to enable removal of 4 trees: T17,T18,T19 and T71. Brookside, Neddern Way, Caldicot, NP26 4JR **TC Approved FTC 31.1.18**

**Town Council noted Mon CC planning information B(i) above.**

 **ii) Pre-Application Consultation – Church Farm Caldicot**

*‘****Notice under Article 2C of the Town and Country Planning (Development Management Procedure) (Wales) (Amendment) Order 2016***

*On 13 February 2018 we held a public exhibition on the proposed residential development and new community park at land at Church Farm, Caldicot.*

*Since then, we’ve refined the proposals and prepared a number of technical reports that will be submitted as part of an outline planning application in May 2018. A copy of all draft plans and documents are available to view at* [*www.bit.ly/churchfarmcaldicot*](http://www.bit.ly/churchfarmcaldicot)

*We are undertaking a further 28 days pre-application consultation on the scheme in line with the Planning (Wales) Act 2015 – comments by 11 May 2018.*

*Application submission will also be supported by a Pre-Application Consultation Report that will summarise the consultation responses received during this consultation period whilst providing a response to the points raised.’*

 It was proposed and duly seconded to invite planning consultants to Full Town Council

30th May 2018.

**Town Council resolved to invite planning consultants to Full Town Council 30th May 2018.**

**9948 Finance [Circulated unless marked\*]**

1. To Approve Cheque list End March 2018 (2)

**Town Council resolved to approve Cheque List End March 2018.**

1. \* To note appreciation for donation £40 from Children’s Wales Air Ambulance Charity

**Town Council noted appreciation for donation received from Children’s Wales Air Ambulance Charity.**

1. To receive Financial Comparisons 1.1.18 to 31.3.18 and 1.4.17 to 31.3.18

**Town Council received Financial Comparisons 1.1.18 to 31.3.18 and 1.4.17 to 31.3.18.**

1. To Approve End of Year Accounts 2017/18 [subject to audit]

**Town Council resolved to approve End of Year Accounts 20170/18, subject to audit.**

1. To consider reserve position and Ear Marked Reserves [for audit purposes] [Pages 2,4]

**Town Council recognised that reserves were a subject of interest for the Auditor.**

*Cllr A Lloyd left the meeting 7.35pm*

**9949 To note date for Annual Meeting - Wednesday 16th May 2018 at 6.00pm**

 **Town Council noted date of Annual Meeting, as Wednesday 16th May 2018 at 6.00pm.**

**9950 Reports**

1. Reports from Town Council Representatives on Outside Bodies

The Mayor’s report was circulated, following attendance at the One Voice Wales conference.

Council were informed of the following:

* General Data Protection Regulation (GDPR) - to be implemented by 25th May 2018.

Conflicting views regarding who undertakes role of Data Protection Officer (DPO) and awaiting further guidance.

Guidance regarding GDPR available from Information Commissioner Office (ICO) and toolkit from One Voice Wales.

Requirement for Community Town Councils to have procedures for management of personal data.

* OVW National Awards 2018 – successful event, demonstrated best practice through winners.

**It was agreed to include GDPR on the agenda for Planning and Resources Committee.**

There were no other reports from Town Council Representatives on Outside Bodies.

1. Governor’s reports

Cllr M Stevens provided an update, Durand Primary School had recently had an Estyn inspection and were awaiting the report.

1. Other (incl. Website Analytics) [Circ]

 Town council noted the Website Analytics report.

**9951 To Receive Clerk’s Report – Correspondence, Publications**

*[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors contact Clerk]*

**One Voice Wales National Awards 2018 – Winners, Highly Commended and Commended**

The Chair updated that the Town Council had been commended for its website and Annual Report. The Chair appreciated the recognition and thanked everyone involved.

**Joint One Voice Wales/SLCC Joint Event – 16 May 2018**The Mayor and Deputy Mayor were unable to attend the joint event on 16th May 2018. Due to the annual meeting the Clerk/Deputy Clerk were unable to attend.

**Council agreed that apologies would be conveyed to One Voice Wales, representatives from Caldicot Town Council were unable to attend due to the annual meeting being held the same day.**

**Caldicot Area Town and Community Council cluster meetings**Council requested clarification regarding cluster meetings, as it appeared that membership had decreased.

**Council agreed to write to the Chief Executive, Mon CC, to obtain clarification regarding the purpose of the cluster meetings and confirm role of Mon CC.**

**Have a Field Day – celebrate our parks and green spaces on 7th July**

Council were updated that groups were contacted in 2017, unfortunately, a limited response was received and it had not been possible to hold an event. This year the event would be held on Saturday 7th July 2018, a member suggested a low-key event, such as community picnic with the Mayor. The Council recognised the requirement for appropriate insurance and welcomed assistance from local groups. Members felt it worthwhile to obtain the information pack, contact local groups and establish if the public would be interested.

**Council agreed to obtain the Fields in Trust information pack and contact local groups in order to establish community involvement.**

**Caldicot Foodbank/Multi Agency Meeting**

Department for Work and Pensions Members had offered to meet with Caldicot Foodbank, on Friday 15th June 2018 at 12noon to discuss Universal Credit and members were encouraged to attend the meeting. As a reminder, it was requested that the meeting date was circulated to members closer to the time.

Cllr Garrick briefly updated that a meeting had been held with Caldicot School regarding period poverty and reusable products, which would be offered to Foodbank.

 **Response to Issues**

* Wardmembers had arranged to meet with the appropriate Mon CC officer regarding parking in the vicinity of Church Road, Caldicot.
* An update was requested regarding bus shelters meeting. The Clerk advised that a date was still awaited from Mon CC officers.
* A Councillor recognised that further information had been requested from Mon CC regarding school spaces and new developments in the area, it was noted that no response had been received. Council agreed to invite Cllr R John, Mon CC Cabinet Member with responsibility, to a meeting.

 *Cllr D Ashwin and S Tovey left the meeting 7.55pm*

**9952 Resolved – To Exclude 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:**

**9953** To approve IT Annual Maintenance contract [2 years]

  **Town Council resolved to approve the IT Annual Maintenance contract - £1,540.00+VAT**

**9954** To consider quotation for Annual Fire Risk Assessment (H&S consultant recommendation)

Councillors were informed that the Fire Risk Assessment had been recommended by the Health and Safety Officer and the cost was £250.00 per building, for 3 buildings.

**Town Council resolved to approve Annual Fire Risk Assessment for 3 buildings - £750.00.**

The Chairman of Health and Safety Committee advised that a meeting had been held to receive Christmas Lights quotations. As Town Council were required to make a decision, it was proposed and duly seconded that Town Council considered the quotations.

**Town Council resolved that Christmas Lights quotations would be considered by Planning and Resources Committee, at the meeting on Tuesday 8th May 2018 at 6.30pm.**

**The meeting closed at 8.05pm.**

 **Mayor/Deputy**

 **………………………**

 **APPENDIX A**

The Chair welcomed Mon CC officers S Lloyd and J Langdon to the meeting. The officers presented information and provided an update on the final Welling Plan, during discussion the following points were noted:

Wellbeing Objectives

* The Wellbeing of Future Generations (Wales) Act relates to improving the economic, social, environmental and cultural wellbeing of Wales.
* One responsibility the Act places on the Public Service Board (PSB) is to prepare and publish a wellbeing plan and wellbeing objectives for the county.
* Draws on evidence in the wellbeing assessment approved by the PSB and endorsed by Council in March 2017.
* Town Council invited to consider evidence from the Wellbeing Assessment for Severnside and surrounding areas and consider how the Wellbeing Plan steps need to develop to respond to Severnside and surrounding area issues.
* PSB adopted four wellbeing objectives based on the wellbeing assessment, 1) Give children and young people the best possible start in life, 2) Address the challenges of demographic change, 3) Communities and businesses to be part of an economically thriving and well connected county, 4) Protect & enhance our natural environment and minimise the impact of climate change.

Members were invited to ask questions:

* A member requested clarity regarding the difference between the Well-being of Future Generations (Wales) Act and the Social Services and Well-being (Wales) Act. Council was informed that one act related to sustainable development across the areas and the other related to the individual needs. Officers recognised that communities would need to be supported through the process and welcomed the opportunity to work collaboratively to take issues forward.
* Information was requested regarding deprivation within Monmouthshire and it was highlighted that Caldicot contained two of the most deprived wards in the County. Council were informed that full statistics were available within the full assessment report.
* Town Council requested that a copy of the full report was circulated to members (via the Clerk).
* Officers outlined that the 4 key objectives created a theme, which was for inequality to be reduced and recognised that prosperity within Monmouthshire was not equally distributed.
* The Mon CC Cabinet Member for Social Justice, was working to adopt social justice values in partnership working.

Caldicot Town Regeneration update

The Chair welcomed D Hill Howells, C Fallon and A Smith. Officers presented an update on Caldicot Town Regeneration, this included the concept ideas and work undertaken by Chris Jones Regeneration. Points were noted as follows:

* Stakeholder group meetings had been held and attended by some Town Councillors. Meetings had been held with Welsh Government officials to discuss proposals and obtain views. Plans would be displayed in the library/hub.
* 3 key areas of development - The Cross, Jubilee Way and Newport Road Shops. Jubilee Way has a potential for high quality and sustainable housing. The Cross would become a

shared space with links to the castle. Newport Road Shops would be upgraded to provide a uniform appearance with moveable seats and landscaping to create an open space.

* Jubilee Way
	+ Potential for 27 dwellings
	+ Additional parking. 59 spaces currently increased to 68
	+ Improve image of area
	+ Discussions on who will manage properties – social housing
* Newport Road Shops
	+ Upgraded for uniform appearance
	+ Moveable seats and landscaping
	+ Improved image
	+ Will have to work with land owners
* The Cross
	+ Shared space
	+ Links to castle
* Chris Jones Regeneration
	+ Undertook concept plans, contract ended at the end of March 2018
	+ Employed to look at broader regeneration framework and green infrastructure project

Members questions were noted as follows:

* Clarification requested regarding consultant role and costs.
* Further information was required regarding the status of discussions with landlords. Officers advised that discussions were ongoing, the car park was owned by Mon CC and the surrounding area by the landowner and lease holder. The whole of the area would be required for the scheme, therefore all parties had to be involved in discussions.
* Town Council were reminded that the development stage was currently concept ideas/proposals. Stakeholder meetings had been held to ensure that groups were engaged at the earliest possible stage.
* A question was raised regarding the Mon CC caveat on the land as a car park. Council were advised that the proposal intended for the car park to be continued as a car park and discussions would be held regarding relocation, re-provision and realignment of existing spaces.
* Concerns were expressed regarding infrastructure in Caldicot, e.g. Doctors and schools, to support additional housing. In response, Mon CC were committed to school development, demonstrated by a new comprehensive school and upgraded primary school. Concerns would be addressed through Mon CC ongoing negotiations with Aneurin Bevan Health Board.
* Officers highlighted that a framework would be in place to develop economic prosperity, health and education, all linked aspects of the framework were being considered going forward.
* Council were reminded that there was a need to maximise the opportunity for funding and future investment. The application for targeted regeneration investment would be submitted to Welsh Government, this would be an extensive process which would require partnership working.
* A question was raised regarding the estimated revenue received in Caldicot, as it was perceived that the area was used for possible commuters who passed through and did not visit Caldicot Town Centre. Officers advised that there were commuting factors, however, further discussions would be held with landowners in order to ascertain funding incentives.
* Council requested a copy of the plans that would be displayed in library/hub building.
* A member queried whether landlords would guarantee that there would be no increased costs to tenants, as a result of refurbished shop fronts and extended shop floors. Officers referred to the requirement for funding and sufficient returns on investment.
* The development opportunities in Caldicot were welcomed by some Councillors.
* In terms of additional residential provision, a member queried the affordability of properties in the area for local residents. In response, there had been an inward migration to the town and it was expected that this would increase, however, developers would be required to provide a proportion of affordable housing which would be allocated based on local connection and need.
* Council recognised that at present the car park was full on a daily basis, however, there was limited footfall to retail premises. Officers were invited to advise how this would be addressed with increased footfall, Council were informed that there would be a car parking strategy in place and issues, such as public transport, improved pedestrian access, would not be considered in isolation.
* Data collection would be included as part of the future stage of the project, to identify users of the town centre, access, mode of transport.

 The Chairman allowed a comment from a member of the public as part of the contribution to the item being discussed.

 The Chair thanked all officers for attending.