**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 30th May 2018 at Caldicot Town Council**

Present: Cllrs O Edwards, Mayor

J Williams, Deputy Mayor RJ Higginson

D Ashwin A Lloyd

A Easson M Mitchell

D Evans F Rowberry

R Garrick (6.40pm) S Tovey

J Harris JJ Williams

[In attendance: G. McIntyre Clerk, S. King Deputy Clerk, C. Till, Members of Press and Public,

Representatives of HGH Consulting]

##### 9955 Apologies

Apologies were received from Cllrs W Conniff, K Harris, M Stevens, P Stevens.

**9956 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

Cllrs D Evans and RJ Higginson declared personal interests in Planning Matters, as members of Mon CC Planning Committee, in relation to minute 9960.

Cllrs D Ashwin and J Harris declared personal interests in relation to minute 9960 A) application DM/2018/00661.

**9957 Open Forum for Public Participation [max 15 mins at Mayor’s Discretion]**

1. New estate at Church Road, associated traffic issues. Clarification requested on proposals to alleviate traffic issues on Church Road and further creating better infrastructure.

It was noted that HGH Consulting had attended the meeting in relation to Church Farm Development, Caldicot.

**9958 To Suspend Proceedings**

**a) HGH Consulting – Church Farm Development, Caldicot – See Appendix A**

**9959 To Approve the Minutes [CIRC]:**

a) Minutes of Full Town Council 25th April 2018 – Mayor to sign the Minutes

**The Minutes, of Full Town Council 25th April 2018, were approved as a true record and duly signed by the Mayor.**

b) Minutes of Planning and Resources 8th May 2018 – Mayor to sign the Minutes

**The Minutes, of Planning and Resources 8th May 2018, were approved as a true record and duly signed by the Mayor.**

c) Minutes of Annual Meeting 16th May 2018 – Mayor to sign the Minutes

**The Minutes, of Annual Meeting 16th May 2018, were approved as a true record and duly signed by the Mayor.**

**9960 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)

**A) Planning Applications Received:**

**DM/2018/00685:** Change of use from use class A1 (retail) to use class A3 (cafe/restaurant) – 9 Wesley Buildings, Newport Road, NP26 4LY

A Councillor requested a recorded vote:

FOR: Cllrs O Edwards, A Easson, R Garrick, J Harris, A Lloyd, M Mitchell,

F Rowberry, S Tovey, J Williams, JJ Williams,

AGAINST: Cllr D Ashwin

ABSTAIN: Cllrs D Evans and RJ Higginson

**TC APPROVED**

**DM/2018/00706:** Erection of a two storey extension at side and rear of property to improve the accommodation - 39 Lapwing Avenue, Caldicot, NP26 5RN

**TC APPROVED**

**DM/2018/00661:** Replacing existing external fascia signage with new branded signage –

Monmouthshire Building Society, 27 Newport Road, Caldicot, NP26 4BG

**TC APPROVED**

**B) Mon CC Planning Information**

**i) Planning Permissions**

**DM/2018/00415:** Take down existing porch and rebuild. WC extension - 56 Castle Lodge Crescent, Caldicot, Monmouthshire, NP26 4JS  **TC Approved P&R 10.4.18**

**9961 Finance [Circulated unless marked\*]**

1. To Approve & Sign Annual Return for the Year Ended 31 March 2018 for submission to External Audit by 30.06.2018

**Town Council resolved to approve & Sign Annual Return for the Year Ended**

**31 March 2018 for submission to External Audit by 30.06.2018**

1. To Consider Internal Audit Report Year End 31.03.2018
2. R3 – VAT rates input into Edge

**Town Council resolved to agree that VAT rates were inputted into Edge.**

1. R4 – To re-consider investment options with CCLA

**Town Council resolved to agree to pursue investment options with CCLA.**

1. To Approve transfer of funds following receipt of precept end April

**Town Council resolved to approve transfer of funds following receipt of the precept end April.**

1. To consider Town Council investment/reserves strategy [b/f TC 29.11.17]

**Town Council resolved to approve the investment/reserves strategy [b/f TC 29.11.17].**

1. To Approve Cheque list April/May 2018

**Town Council resolved to approve the cheque list April/May 2018.**

1. To Approve Salary Award from 1.4.18

**Town Council resolved to approve the NJC Salary Award from 1.4.18 as advised by NALC.**

1. To note appreciations of donations:

£50 - Kidney Wales

£500 – RBL

**Town Council noted appreciations of donations.**

1. To arrange Grant Committee meeting – Tuesday 12th June 2018 at 6.00pm

**Town Council resolved to agree that a Grant Committee meeting would be held on Tuesday 12th June 2018 at 6.00pm.**

1. To approve member to sign bank statements (non cheque signatory)

**Town Council resolved to approve Cllr F Rowberry as member to sign bank statements.**

**9962 To appoint representatives to working groups (b/f Annual Meeting 16.05.2018)**

1. Fairtrade

**Town Council resolved to appoint representatives to Fairtrade:**

**Mayor, Deputy Mayor, Cllr A Easson, Cllr K Harris, Cllr M Mitchell**

1. Caldicot Working Together

**Town Council resolved to appoint representatives to Caldicot Working Together:**

**Mayor, Deputy Mayor, Cllr R Garrick, Cllr K Harris, Cllr M Mitchell**

**9963 Members Items of Business [Circ]**

1. Cllr A Easson – Dog waste Bin Oakley Way

In presenting the item, Cllr Easson highlighted that there was an issue with dog mess on the footpath behind 125-195 Oakley Way up to the rear of 100 Sandy Lane. The dog mess had increasingly become a problem being uncollected or bagged and dumped by the gate.

Cllr Easson proposed that a dog waste bin was installed to the rear of the Sandy Lane property by the gated section. The proposal was duly seconded.

**Town Council resolved that a dog bin should be nominated to the rear of Sandy Lane property and due to development in the area, the relevant Mon CC waste officer should liaise with Highways officers to obtain appropriate location. The Clerk would be informed of the outcome.**

**9964 To Consider Best Kept Garden/Citizen’s Awards 2018**

a) To Note Ward Members’ Nominations to be returned to TC office

**Town Council resolved to agree that 2-3 nominations were submitted per ward member and forms were to be returned to the Town Council Office by 31st July 2018.**

b) To Confirm prizes - Budget 2018/19 - £400 [to include buffet/engraving]

Overall Winner - £25

4 Ward Winners @ £15 = £60

Allotment Winner - £10

Mayor’s special Recognition Award - £25

**Town Council resolved to approve prizes, from the 2018/19 budget of £400:-**

**Overall Winner - £25, 4 Ward Winners @ £15=£60, Allotment Winner - £10**

**Mayor’s special Recognition Award - £25**

1. Nomination Forms available Town Council office re: Citizen’s Awards

**Town Council noted that nomination forms for Citizen’s Awards were available from the Town Council office.**

d) To agree Date for Presentation of Awards – 7 pm 11th September 2018 [following

P&R Committee]

**Town Council resolved to agree date for presentation of awards 7pm**

**11th September 2018 (following P&R Committee). Town Council agreed that nomination forms should be submitted by 31st July 2018.**

**9965 Cemetery Land – to approve progress of cemetery extension and meeting with ecological specialists (as advised by planning agent and specified in conditions of approval)**

The Clerk updated Council on progress with cemetery extension and advised that following planning permission being granted, there was a need to discharge a number of conditions. The planning agent had recommended a meeting with an ecological expert.

**Town Council resolved to agree that the Health and Safety committee would meet with an ecological expert to discuss way forward.**

**Town Council resolved to agree that the Health and Safety Committee were given delegated authority for progress of cemetery extension and would report back to Town Council.**

**It was also resolved to request Mon CC advise regarding cemetery lease.**

**9966 Centenary of the end of World War 1 – to consider whether Council would like a Deputy Lieutenant to join commemorations and lay a wreath *[wreath to be supplied by Town Council]***

The Clerk advised that an email had been received asking whether Town Council would like a Deputy Lieutenant to join commemorations and lay a wreath on Remembrance Sunday,

11th November 2018.

A member highlighted that the Town Council had been fortunate as the Vice Lord-Lieutenant had been in attendance in previous years.

**Town Council resolved that clarification was obtained regarding attendance.**

**9967 Reports**

**a) Reports from Town Council Representatives on Outside Bodies**

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

1. **Governor’s reports**

There were no Governor’s reports.

**c) Other (incl. Website Analytics) [Circ]**

Town Council noted the Website Analytics report.

The Clerk advised that the April and May 2018 Police Reports were available in the Town Council office and that the Police had given apologies for the meeting.

**9968 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]***

**Response to issues** – following a request at a previous Town Council meeting, the Deputy Clerk updated that Mon CC Cabinet Member, Cllr John, would be available to attend Full Council in July.

It was proposed and duly seconded that the Cabinet Member was invited to attend prior to a Cabinet meeting. **Town Council agreed that Cabinet Member, Cllr John, would be invited to attend prior to Planning and Resources committee.**

**Caldicot Town Team** – correspondence had been received from Caldicot Town Team, which expressed disappointment that there was no Council attendance at the street party on Saturday 19th May.

A number of members highlighted that they had attended the day at various points. The Mayor and Deputy Mayor had been unable to attend due to prior arrangements. **Town Council agreed that the Clerk respond to this effect.**

**CCTV** – a member highlighted that information had been requested regarding vehicular movement within the town. Members expressed and reiterated previous concerns that vehicles were driving within the town.

The CCTV minutes, Control Room Operator Report, dated 1st February noted that ‘Area monitored at Councillor’s request for parking. Explanation provided to Councillor’. **Town Council agreed that this response would be clarified and obtained formally by the Clerk.**

**Caldicot Community Working Together** - members recognised the success of the new Facebook page and highlighted the hard work undertaken by an individual.

Town Council supported the Caldicot Community Working Together and suggested that the volunteers involved were invited to a meeting, to explain aspirations which could be debated by the Town Council Working Group. **Town Council agreed to invite volunteers from Caldicot Community Working Together to a future meeting.**

**Request for beehive site** – Council were informed that a member of the public had wished to site a beehive at one of the Town Council allotment sites. Council discussed the issue and recognised that there were Health and Safety implications. **Town Council agreed that bees would not be permitted on Caldicot Town Council allotment sites. The Clerk would write to advise the member of the public.**

**Seafarers** – correspondence had been received to help raise public awareness and fly a Red Ensign flag on Merchant Navy Day, 3rd September 2018. A member highlighted that a flag pole was available, which was used for Remembrance Sunday commemorations.

It was proposed and duly seconded that Caldicot Town Council take part in flying the flag on Merchant Navy Day. **Town Council agreed to cover costs to fly a Red Ensign flag on Merchant Navy Day.**

*Cllrs D Ashwin and S Tovey left at 8.10pm*

**9969 *Resolved – Exclusion of 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:***

**9970 To consider extension to Mayors Chain, to accommodate future engraving**

Town Council considered options for extension to Mayors Chain, which would accommodate future engraving.

**Town Council resolved to agree to existing Sterling Silver Gilt Chain, add a rear inner chain, consisting of 16 links and finished polished hard gold plate - £1368.49 + VAT.**

It was proposed and duly seconded that costs were obtained for Deputy Mayor Chain.

**Town Council resolved to agree that the Clerk obtain costs for Deputy Mayor Chain.**

**9971 To consider quotation for replacement internal doors**

Town Council considered the quotation for replacement internal doors, which had been recommended for replacement following inspection by Health and Safety officer. It was noted that a number of different companies had inspected the doors, but had not responded with a quotation.

It was noted that disposal and painting was not included in the quote. It was proposed and duly seconded that the quote was accepted and Clerk designated to arrange for painting and disposal.

**Town Council resolved to accept the quotation - £1,841.45**

**The meeting closed at 8.15pm**

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**[Mayor/Deputy Mayor]**

**APPENDIX A**

The Mayor welcomed representatives from HGH Consulting, an overview was provided regarding the proposals for Church Farm Development, Caldicot:

* Pre-application consultation ended 11th May. Outline Planning Application being processed by Mon CC and Town Council will be formally consulted.
* Extension to existing settlement – requirement for affordable and market housing demonstrated demand. Delivery and affordability are issues, under supply for affordable use has been evident.
* Need to deliver benefits and needs of society, including sustainable development.
* Alfie Yeatman identified key features of the scheme:
* Logical edge of east of town
* Up to 130 new dwellings – 35% affordable (half of Mon CC annual yearly demand)
* Development of park
* Total over 50% of site retained as green space
* Majority of site not at risk of flooding, small woodland area will not be built on
* Ecologists input, acknowledged SSSI (Site of Special Scientific Interest) and enhancement methods built in
* NRW had been advised and no effect on SSSI
* Economic benefits, job generation and additional residents expenditure in town
* Matt Grist highlighted transport information:
  + Transport assessment has to be submitted, assessing impact on road network and area
  + Scope devised with Mon CC, prior to application, junctions and traffic impact to be assessed
  + Methodology trips via all modes, on to road network to assess effect of extra traffic
  + Access through Heol Trothy and Heol Sirhowy
  + Site will generate 55 trips per hour (during peak hours)
  + Adequate capacity to deal with additional traffic
  + All information available in traffic assessment
  + Issues identified on Church Road, during school pick up and drop off times – existing problem which will be considered
  + Number of pedestrian/cycle accesses
* Contributions towards provision of education and infrastructure, 35% affordable housing, higher than 25% offered at crick road and will go toward deficit, amount of contribution would be calculated.
* Healthcare discussions were on going with the Health Board, major issues were not anticipated.
* Open space and recreation commuter sum for adoption costs and ongoing maintenance.

Members of the public were invited to ask questions:

* Consultation, initially was limited, flyers only received in some properties. *In response, 100 properties adjacent to site, sent direct posters, posters on crossings of site, Facebook page, advert in South Wales Argus, attendance at events and meeting.*
* Concerns regarding increased traffic, particularly children playing on estate. *In response, 55 vehicles an hour (1 per min) at peak hour, rest of day will be lower, based on national figs.*
* Query regarding data collection, vehicle usage lower during half term. *Clarified that counts not undertaken in school holidays.* Residents highlighted the requirement for factual data for the area and not based on national data. Concern that counts not undertaken in Caerwent, *confirmed that Caerwent not in scope and standard rate used, as agreed with Mon CC.*
* Concerns regarding pinch points on narrow part of road and closure of public right of way, during development. *During construction rights of way will be retained, possible temporary diversions, but should leave in situ.*
* Caldicot located between pollution hotspots of Chepstow and Newport. *In response, an* *Air Quality Assessment had been offered, but not required by Mon cc, insignificant due to size of town. Potentially very minor increases, but not deemed significant in comparison to social benefit.*
* Neddern trail will be disrupted and issues around ecology i.e. bats. Clarification requested regarding the local value of flora and fauna, TPO (Tree Protection Order) and SSSI effect. *Ecology assessment had been done and assessed the value of the site, identified as intrinsic to site and does not extend beyond. Mitigation and enhancement methods built in, net benefit on ecology in area, NRW pre-application and have responded positively. Drainage to be confirmed when detail/design has been worked out and capacity requirement identified. Scheme accounted for TPO and net increase in amount of trees and planting, due to community park. Houses will not be built on the SSSI.*
* A Town Council member suggested that a copy of the public questions was provided to the consultants, so that a detailed response could be provided and copied to town Council.
* Figure proposed for affordable housing, actual could be different. *In response, figures had been proposed to Mon CC and when planning permission granted will be secured through s106 legal agreement.*
* South access, what changes will be made and when will consultation happen. *Area of land is currently not in developer or Mon CC control but Mon CC have the right to acquire for nominal fee. This will be decided by Mon CC and if progressed, further consultation would occur through an additional planning application.*
* Concerns regarding the high pressure gas line. *Green space is not but Southern extent is area for green ribbon to run through development. 30m clearance including width of road, consulted with Wales and West utilities.*

Town Council discussed proposals and the following points were noted:

* Council thanked the consultants for attending the meeting.
* Concerns were expressed regarding the transport methodology and that Caerwent had been omitted. In addition, information was requested regarding the cumulative effect of greenfield run off. Further details were required from Mon CC Planning Officers.
* Concerns were expressed regarding the contribution toward school spaces, as all except the Welsh School were oversubscribed and there were no plans for a new school to be developed from Mon CC.
* Clarification was requested whether Aneurin Bevan Health Board had been consulted regarding capacity at the GP surgery and hospital.
* Members highlighted that an appropriate time for further comments would be when the plans had been processed by Mon CC.
* Town Council were informed that the planning application had been submitted and was expected to be processed by Mon CC within a few days.
* Concerns were expressed regarding the additional traffic impact on Church Road.
* A member queried numbers of properties, originally estimated 110 which had increased to 130. *In response, it was envisaged 115-120, headroom to 130 should there be design matter to take into account. Discussions were being held regarding affordable housing 1-2 bed units, possibility of flats, where 130 could be accommodated within plan.*
* The consultants invited comments and specific concerns directly.
* It was identified that Caldicot was a commuter area, concerns were raised regarding Caerwent Road being used as a commuter route. It was perceived that there would not be an economic benefit to Caldicot Town Centre. In response, members were advised that transport assessment was undertaken in accordance with the agreed methodology.

The Mayor suggested that the public representatives, provided the list of questions to the consultants for response.

**Town Council agreed that consultants be invited to a future meeting, with Mon CC planning Officers when the Planning Application had been processed by Mon CC.**

**PART B – MINUTES OF KING GEORGE V PLAYING FIELDS TRUSTEE MEETING HELD ON 30TH MAY 2018 AT 8.15PM**

1. **Permission requested from Caldicot AFC, for annual reinstatement work for the football pitches and requirement for locking main gates (anticipated work will be complete mid-July)**

Town Council agreed that permission would be granted, to Caldicot AFC, to lock the main gates for the annual reinstatement work for the football pitches.

**The meeting closed at 8.20pm**