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

**11th September 2018 at Caldicot Town Council**

**Present:** Cllrs: J Williams, Deputy Mayor R J Higginson

 D Ashwin M Mitchell

 A Easson F Rowberry

 D Evans

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; C Till]

#####  Apologies

Apologies were received from Cllrs O Edwards, W Conniff, M Stevens, P Stevens, S Tovey,

J J Williams.

##### Declarations of Interest - To be identified under the relevant item/Forms to be complete

Cllr D Evans and R J Higginson declared personal interests as members of Mon CC Planning Committee.

1. **To Suspend Proceedings:**

 The Chair suspended proceedings to present Town Council donations.

1. **Presentation of donation - Caldicot Youth Group**

The Deputy Mayor made a presentation of donation to Caldicot Youth Group. This was a donation to assist with running costs of The Zone [£5,000 – TC 12.8.18]

1. **Presentation and update - Monmouthshire County Citizens Advice Bureau**

The Deputy Mayor made a presentation of donation to Monmouthshire County Citizens Advice Bureau. This was a donation to assist with running costs of the Caldicot Citizens Advice Bureau [£12,000 -

TC 12.8.18]

The Chair invited Ms Yvonne James, Mon CAB to present to the Council.

Ms Yvonne James offered apologies on behalf of Mon CAB members Ms Shirley Lightbound and

 Mr Brian Counsel. Council agreed to write to Mr Brian Counsel.

 The following points were raised:

* Service demand changed – fewer clients, greater online usage
* More people using Advice Line and Local Housing Services
* Issues that come to CAB are usually more complex and take longer to resolve
* No date for Universal Credit, training for staff and volunteers is ongoing to be able to cope with expected demand
* Caldicot CAB open 10 am to 1pm 4 days a week
* 75 Monmouthshire volunteers, 13 CAB Volunteers in Caldicot
* 10 paid staff in Monmouthshire, 1 full time staff member
* Challenges with WAG funding, no funding increase in 16 years
* Very grateful for Town Council support

Appendix 1 – CAB Key Statistics

##### Planning Applications Received [DISPLAYED]

**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)

**DM/2018/01220:** The proposal is for change of use from Offices (B1) to Flats (C3) comprising of 5 no. 1 bed flats & proposed UPVC double glazed casement windows on the first floor –

Holman House, 36-38 Newport Road, Caldicot

 **TC Approved**

**Requirement that parking considered**

**DM/2018/01327:** Householder Second storey front extension, rear single storey extension and side Utility room – 54 Wentwood View, Caldicot, NP26 4QH

**No Decision – Mon CC to undertake site inspection**

**DM/2018/01001:** Planning permission – Demolition of an existing boundary wall and construction of a new vehicle driveway access and turning area within the boundary –

248 Newport Road, Caldicot, NP26 4AF

**No Decision – Work already undertaken**

**DM/2018/01183:** Planning Permission – New Build 2 bed dormer bungalow in the rear garden – proposed dwelling at the rear of 2 Castle Gardens, Caldicot, NP26 4QP

**TC Refused**

**Parking and Overdevelopment of Plot**

**DM/2018/01412:** Householder Rear two storey extension and new roof over outhouse –

10 Park Road, Caldicot, Monmouthshire, NP26 4EH

**TC Approved**

**DM/2018/01430:** Fast Track Householder Proposed single storey side elevation to bungalow and replacement garage – 5 Ebbw Road, Caldicot, Monmouthshire, NP26 4PR

**TC Approved**

1. **Mon CC Planning Information [DISPLAYED]**
2. **Planning Permissions**

**DM/2018/00904:** Extension above detached double garage at the side of the house –

8 Clos Aled, Caldicot, NP26 4JB **TC Approved 10.7.18**

**DM/2018/01037:** Two storey side extension – 47 Lapwing Avenue, Caldicot, NP26 5RN

**TC Approved 10.7.18**

**DM/2018/01025:** Proposed single story side utility/storage area –

160 Castle Lea, Caldicot, NP26 4HS  **TC Approved 10.7.18**

**DM/2018/01061:** New external communal areas and landscaping and scooter store –

Cwrt Severn, Caldicot, NP26 4JZ **TC Approved 14.8.18**

**DM/2018/01231:** Discharge of conditions 3,4 and 5 of planning permission DC/2018/00207 –

Land Adjacent to Caldicot Cemetery, Dewstow Road, Caerwent **TC Approved 14.8.18**

1. **Planning Refusals**

**DC/2017/01344:** Planning Permission – Single storey side extension. –

19 Dewstow Road, Caldicot, NP26 4AG **TC Refused 13.2.18**

**iii) Planning Information**

 **DC/2018/00207 – Discharge of conditions 3, 4 and 5 of planning permission DC/2018/00207. Land adjacent to Caldicot Cemetery Dewstow Road Caerwent**

 **‘***I can confirm the Condition below has been discharged.*

*4              Prior to the removal of the existing hedgerow detail of compensatory panting associated with the hedgerow removal shall be submitted to the LPA for approval.  The detail shall include location of planting, species, sizes, numbers and densities.*

*REASON: To compensate for the loss of hedgerow during implementation of the scheme in accordance with LDP policy NE1 and the Environment (Wales) Act 2016.*

*The other conditions, 3 and 5, are compliance conditions and require you to comply with documents already submitted under the original application DC/2018/00207.’*

A councillor requested an update on progress with the cemetery extension. The Clerk advised that a meeting would be arranged with the Ecologist and Preferred Contractor to discuss how to progress.

**Town Council agreed Health & Safety Committee to undertake a site visit with Ecologist and Preferred Contractor.**

1. **To resolve that 2 bank signatories sign forms, following setting up of account, for investment with CCLA**

 *[Town Council resolved to invest £100,000 with CCLA, for a period of 6 months - FTC 27.6.18]*

**Town Council resolved that 2 bank signatories would sign forms for investment of £100,000**

 **with CCLA, for a period of six months, in order that the Clerk make transfer from Town**

 **Council current account.**

1. **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**
2. **To consider updated quotation for Town Council Building Toilets** *[b/f P&R 10.7.18]*

**Town Council Resolved to progress with Option 2 at a cost of £3080.00 + VAT, from A Cochrane Ltd, for upgrade of all toilet facilities including ‘close coupled’ toilets and cistern.**

**The meeting ended at 7.15pm**