Council Offices, Sandy Lane, Caldicot NP26 4NA
Tel: 01291 420441 Fax: 01291 431139 email towncouncil@caldicottc.org.uk

19th September 2019

Dear Councillor

You are summoned to a meeting of Caldicot Town Council to be held at **6.30pm on Wednesday, 25th September 2019** at Caldicot Town Council for the purpose of transacting the following business.

Yours faithfully

Gail McIntyre

Gail McIntyre
Clerk to the Council

Please note the use of mobile phones is strictly prohibited during meetings

PART A - CALDICOT TOWN COUNCIL

1 **Apologies**

2 **Declarations of Interest – To be identified under the relevant item/forms to be completed**

3 **To suspend proceedings**
a) To present Best Kept Garden/Citizen Awards to residents not present at awards evening
b) Mon CC – Caldicot Castle Fireworks Event

4 **Open Forum for Public Participation [max 15 mins at Mayor's Discretion]**

5 **To Approve the Minutes [CIRC]:**
(i) Minutes of Full Town Council 31st July 2019 – Mayor to sign the Minutes
(ii) Minutes of Planning and Resources 13th August 2019 – Mayor to sign the Minutes
(iii) Minutes of Planning and Resources 10th September 2019 – Mayor to sign the Minutes

6 **Planning - Plans may be viewed prior to the meeting at:**
https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN

A) Planning Applications Received:
DM/2019/01041: Reserved Matters application for the erection of 271 dwellings with ancillary.
Land Development South of Crick Road, Crick Road, Portskewett ***[b/f P&R 10.9.19]***
*** further information received from Head of Planning:**
'This is a reserved matters application to provide the details on the exact number of homes and their layout and design following on from the approval of planning permission (outline) for up to 291 homes and the care home. The infrastructure issues were fully considered at outline consent stage and that is when s106 contributions are secured. There is no legal mechanism to request s106 contributions again at reserved matters stage or to further consider infrastructure matters. We are just looking at the site layout and design and landscaping.
I have seen the comments in the press and made on the application but unfortunately stakeholders have misunderstood what is being applied for. Planning permission has already been granted: this application is just the details about design and layout etc.'

DM/2019/01406: Householder. Erect a prefabricated steel garage next to the property with dimensions 6m length x 3.2m width x 3m height. This required some groundworks to lay a suitable hardstanding - 22 Shakespeare Drive, Caldicot, NP26 4LW

DM/2019/01304: Householder. The erection of a two-storey side extension and single storey rear extension- 24 Longcroft Road, Caldicot, NP26 4EX

DM/2019/01476: Householder. Change use of garage to utility room with storage. First floor side extension containing additional bedroom – 8 Plover Crescent, Caldicot, NP26 5ET

B) Mon CC Planning Information:

i) Planning Permissions
DM/2019/01196: Advertisement consent – New fascia & projection signs on shop front – Unit 2 Holman House, 36-38 Newport Road, Caldicot, NP26 4BQ

FTC Approved 31.7.19

ii) To nominate Town Council representative to attend Mon CC Planning Committee *Tuesday 1st October 2019 at 2pm, to speak on application DM/2019/00595 – 62 Chepstow Road, Caldicot ***[Mon CC deferred meeting August 2019] *TBC 24.9.19***

7 **Finance [Circulated unless marked *]**

- **a) To Approve Cheque List August and September 2019**
- **b) *To approve transfer of £100,000 to Monmouthshire Building Society, following set up of account**
- **c) *To ratify invoice Annual Service Contract, Trident Water Solutions £1376**
- **d) To consider requested from Monmouthshire County Citizens Advice Bureau for letter of support for funding bid**
- **e) To consider 2020 inclusion in Standbrook Guides Ltd £525 +VAT [Circ]**
- **f) Digital Cemetery mapping system**
  i) To consider electronic cemetery records – to enable future public online access £460.00 first year followed by £60.00 per annum for subsequent years and £100 data update fee (as required)
  ii) Upgrade of Edge electronic module Admin+ £306 (3 year)
  Initial set up £90 Training cost £70per hour (recommended 2 hours)
- **g) *To note appreciations of donation:**
  i) £1298.00 - Caldicot Musical Theatre Society
- **h) To consider grants:**
  i) Mon CC Fireworks Event *[application b/f 10.9.19]*
  ii) Caldicot Community Lunches *[application b/f 10.9.19]*

8 **To approve minutes of Grants Committee held Tuesday 10th September 2019 [Circ]**

9 **To note Annual Health and Safety Committee meeting, Wednesday 2nd October 2019**

10 **Members item of business:**
a) Cllr J Harris [Circ]

11 **To note casual vacancy – Castle Ward**

12 **To confirm date of Estimates Committee Tuesday 12th November 2019 at 6.00pm**

13 **To confirm colour scheme for column and wall lights for 2019 Christmas Lighting display, as per 2018** ***[FTC 31.7.19 agreed icicle lights 700mm warm white/cool white)***

14	**To Note Annual Remembrance Parade Sunday 10th November 2019** a) To confirm 3 marshals required for the event
15	**To note One Voice Wales Conference and AGM, to second motion from Magor with Undy Community Council - Saturday 5th October 2019, Pontrhydfendigaid** ***[Mayor and Deputy to attend FTC 31.7.19]***
16	**To note Mayor's Charity Evening, Friday 1st November 2019, 7pm Caldicot Choir Hall**
17	**Reports** a) Reports from Town Council Representatives on Outside Bodies b) Governor's reports c) Police Report d) Best Kept Garden Competition/Citizens Awards 10th September 2019 [Circ] e) Members items for website f) Other (incl. Website Analytics) [Circ]
18	**To Receive Clerk's Report–Subscriptions, Correspondence, Publications, Minutes [Circ]**
19	***To Resolve – 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:***
20	**To consider renewal of Groundsman Contract and any changes to current specification (*Exp. 1.12.19*) [Circ]**
21	**To consider proposals for Solar Energy at Town Council building [Circ]**
22	**To consider quotations for Christmas Trees/Barriers from preferred contractor – to follow**
23	**To consider quotation for automated Christmas Lights system – to follow**

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1	**To receive notes of Compound Working Group, held Monday 12th August 2019 [Circ]**
2	**To confirm Fields in Trust annual subscription renewal 2019 - £65.00**
3	**To approve £115 for removal of bench in order to install new roundabout** ***To Resolve – 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:***
4	**To consider STRI Bowls Green Advisory Report [Circ]**
5	**To consider quotation for play area repair work *[following ROSPA Inspection]* [Circ]**

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 31st July 2019 at Caldicot Town Council

Present:	Cllrs:	D Evans, Mayor	R Garrick
		A Easson	J Harris (left 7.40 pm)
		W Conniff	RJ Higginson
		J Dobson-Pettican	F Rowberry
		O Edwards (left 8.15 pm)	P Stevens

[In attendance: S King, Deputy Clerk; B Hodges; B Silcox, Mayor's Cadet; Members of the public, Press]

10181 Apologies

Apologies were received from Cllrs D Ashwin, M Mitchell, M Stevens, S Tovey.

10182 Declarations of Interest – To be identified under the relevant item/Forms to be completed

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

Other declarations made under relevant items.

10183 Suspended Proceedings

a) Mon CC – Town Centre Regeneration

See Appendix A.

10184 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

Members of Caldicot Musical Theatre Society (CMTS) informed Town Council that:

- They had been given notice by Mon CC to vacate Castlegate Business Park by 31st December 2019
- Facilities used by other organisations; CMTS committed resources and obtained funding to develop facilities
- Produced and performed for the community for over 85 years
- Utilised dedicated performance area (change of use permitted by Mon CC)
- Requested assurance from Caldicot Town Council

Town Council thanked members of CMTS raising the issue and offered its support. It was suggested that a meeting be held to plan a way forward. Deputy Clerk to contact Mon CC for meeting to be arranged to discuss issues raised.

a) A member of the public informed Town Council that a relative played disabled sport (Boccia) and requested that Mon CC considered this when updating the Leisure Centre.

b) Questions were raised regarding attendance by the public at Planning meetings. Deputy Clerk to obtain clarification from Mon CC regarding public attendance at Planning Committee and pass to public.

10185 To Approve the Minutes:

a) Minutes of Full Town Council 26th June 2019 – Mayor to sign the Minutes

The Minutes of Full Town Council 26th June 2019 were approved as a true record and duly signed by the Mayor.

b) Minutes of Planning and Resources 9th July 2019 – Mayor to sign the Minutes

The Minutes of Planning and Resources 9th July 2019, were approved as a true record and duly signed by the Mayor.

10186 Planning https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN

Cllrs D Evans and R J Higginson declared personal interests in all planning matters as members of Mon CC Planning Committee.

A) Planning Applications Received:

DM/2019/01196: Advertisement Consent. New fascia & projection signs on shop front – Unit 2 Holman House, 36-38 Newport Road, Caldicot, NP26 4BQ **TC Approved**

B) Mon CC Planning Information

i) Planning Permissions

DM/2019/00843: Householder – Kitchen extension – 27 Heol Glaslyn, Caldicot, NP26 4PG **FTC Approved 26.6.19**

DM/2019/00905: Planning permission. Change of use from A1 bank to A3 mixed use (coffee shop and craft shop), with extended opening times, replacement of ground floor window with double front doors, outdoor seating area, a canopy above the double doors, driveway to the front of the property for deliveries and outdoor lighting to the front of the property - Barclays Bank, 62-64 Newport Road, Caldicot, NP26 4BR **P&R Approved 9.7.19**

DM/2019/00507: Householder – rear second storey extension – 103 Newport Road, Caldicot, NP26 4BS **FTC Approved 29.5.19**

10187 Finance [Circulated unless marked*]

1) **To Approve Cheque List July 2019 [Circ]**

Town Council Approved Cheque List July 2019 as circulated.

2) **To Receive Financial Comparisons 1.4.19 – 30.6.19 [Circ]**

Town Council Received Financial Comparisons 1.4.19 – 30.6.19

3) **To Consider Investment of £100,000 with Monmouthshire Building Society**

Council received the notes of the meeting with Monmouthshire Building Society held 9.7.19 and considered investment of funds.

TC Investment Strategy/Reserves Strategy

Town Council received the Investment Strategy/Reserves Strategy.

Town Council resolved to invest £100,000 with Monmouthshire Building Society - 1 year fixed rate account 1.10%

a) **To Consider Signatories for Monmouthshire Building Society – Max 4 signatories on account**

Town Council resolved to appoint 3 members as signatories plus Clerk:-
Cllrs D Evans, M Mitchell, P Stevens + Clerk, G McIntyre

4) **To Approve Mayor and Deputy Mayor attendance at One Voice Wales Conference and AGM, to second motion from Magor with Undy Community Council – Saturday 5th October 2019, Bont Pavilion in Pontrhydfendigaid - £90 per delegate**

Town Council approved Mayor and Deputy Mayor attendance at One Voice Wales Conference and AGM, to second motion from Magor with Undy Community Council – Saturday 5th October 2019, Bont Pavilion in Pontrhydfendigaid - £90 per delegate

5) **To Consider Grant Applications:**

a) Caldicot Community Working Together [b/f TC 29.6.19]

Town Council resolved to donate the requested amount of £2,653.00 requested for the Christmas in Caldicot Festival.

Spending Power – Local Government Act 1972 s137

b) Caldicot Youth Group [b/f P&R 9.7.19]
[Ref: financial Budget Comparison Item 7 (2) Pg 4 – Community Well-Being]

Town Council resolved to donate the requested amount of £4,000.00 towards the Monmouthshire Diversity Festival.

Spending Power – Local Government Act 1972 s137

6) **To Note Appreciations of Donations:**
(i) Caldicot Events Committee - £9,000
(ii) Bobath Children's Therapy Centre - £200

Town Council noted the appreciations for donations as above.

7) **To Consider Purchase/Installation of Flagpole for cemetery Green Flag – 6m pole, hinged base, materials, internal halyard + weight - £798 + VAT**

Town Council thanked the office staff and groundsmen for the amount of hard work put in to achieve the Green Flag Awards.

Town Council agreed to the purchase and installation of a flagpole for the cemetery Green Flag (6m pole, hinged base, materials, internal halyard + weight) at a cost of £798 + VAT

10188 To Approve Minutes and Recommendations of Personnel Committee 4th July 2019 [Circ]

Town Council approved the minutes and recommendations of Personnel Committee held on 4th July 2019

10189 To Approve Minutes and Recommendations of Health & Safety Committee 30th July 2019

Town Council approved the minutes and recommendations of Health and Safety Committee held on 30th July 2019

10190 To Approve Draft Annual Report 2018/19

Members congratulated staff for compiling an excellent Annual Report and suggested circulation to the library, MP, County Hall and on the website.

Town Council Approved the Annual Report 2018/19.

10191 To Consider Date/Time for Blessing of Cemetery Extension [b/f H&S Cttee 4.7.19]

Town Council agreed the Blessing of the Cemetery Extension would take place at 10am on 13th August 2019.

10192 To Note Date of Best Kept Garden/Citizen Awards, Tuesday 10th September 7pm

Town Council noted date of Best Kept Garden/Citizen Awards on Tuesday 10th September 7pm

10193 To Consider Formation of Christmas Lights 2019 – as per 2018 with icicle lighting

Town Council agreed formation of Christmas Lights 2019 as per 2018, with 700mm icicle lighting

10194 Reports

a) Reports from Town Council Representatives on Outside Bodies

i) Mayor's update from One Voice Wales meeting

- Very good presentation from Ombudsman
- Suggestion that Councillor payments are taxable. It was clarified that councillors are responsible for their own tax affairs, since they are not employees on payroll.
- OVW to clarify and report back regarding boundary change review.
- Mon CC electoral officer advised that comments still with Welsh Government. Cannot do anything until final document released.

ii) Caldicot Area Town and Community Council Cluster meeting
Cluster meeting notes dated 9th July 2019 circulated at meeting

- Mon CC Replacement LDP Growth & Spatial Options guide handed out

- Mon CC laying out plans for LDP to 2033
- Monmouthshire has oldest population in Wales
- City Deal – little coming to Monmouthshire
- Care workers finding accommodation expensive in Monmouthshire
- School placements a big issue in Monmouthshire
- TC asked to comment on 5 proposals in Growth & Spatial Options (pages 10-14)
- Note date for return of consultation responses is Monday 5th August 2019
- Clarified that no town council representative allowed on S106 Committee

Town Council agreed that meeting arranged with Mon CC officer to discuss Mon CC Replacement LDP Growth and Spatial Options

b) Governor's Reports - There were no reports.

c) Police Report – There was no report.

d) Members items for website – There were no items put forward for inclusion on the website

e) Other (incl. Website Analytics) - Website analytics report for June 2019 was noted.

10195 **To Receive Clerk's Report – Correspondence, Publications, Minutes**

Town Council noted the content of the Clerk's Report and discussed the following items:-

The Minister for Finance and Trefnydd has issued a Written Statement: Non-Domestic Rates Relief for Public Lavatories

Town Council noted the information.

Clerks Council 26 June 2019

Welsh Government to confirm regarding the Boundary Review.

Recycling and Waste collections day changes for July 29th

Town Council noted the information.

Monmouthshire Replacement Local Development Plan

Town Council noted that the item had been discussed during reports from members. Mon CC is currently consulting on the Monmouthshire Replacement Local Development Plan Growth and Spatial Options. Town Council noted the closing date for receipt of responses is midnight on Monday 5th August 2019.

Town Council agreed to arrange a meeting with Mon CC to discuss.

A councillor queried progress with the bus shelter at Longfellow Road. Council noted that a reply is awaited from Mon CC regarding the fitting of the bus shelter. Deputy Clerk to pursue

response from Mon CC. It was suggested that legs could be fitted inside the existing tubes and bolted into place as an alternative measure.

Green Flag Award 2019/20

Town Council was congratulated on achieving the 2019/20 Green Flag Award for Dewstow Cemetery and King George V Playing Fields.

Merchant Navy Day

Town Council discussed Merchant Navy Day. It was agreed to also hold a ceremony similar to last year, to mark the flying of the flag. Deputy Clerk to make the necessary arrangements for Friday 31st August 2019 at midday and provide light refreshments.

10196 ***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:***

10197 **To consider quotations cemetery:**

a) Pathway to extension and broken paving slabs

Town Council resolved to accept the quotation from preferred contractor to extend pathway and replace broken paving slabs in the cemetery at a cost of £3,260.00 +VAT.

b) Scrub out newly planted boundary hedge far end extension

Town Council resolved to accept quotation from preferred contractor to cut grass and weed along fence between allotment fence and new hedge at a cost of £150.00 +VAT.

c) Straighten headstones where required

Town Council agreed quotation to straighten headstones at £25 each when required. Contractor to advise numbers.

10198 **To consider nominations for Citizens and Business awards, 7pm Tuesday 10th September 2019**

Town Council considered nominations for Citizen's and Business Awards, to take place on 7pm Tuesday 10th September and agreed recipients to be invited, along with their nominators

The meeting closed at 8.50pm

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Mayor/Deputy Mayor

Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
504817	18649	20/06/19	£700.00	£0.00	£700.00	ADMIN	Teenager Cancer Trust	Mayor's charity donation 2018/19
504818	18650	20/06/19	£700.00	£0.00	£700.00	ADMIN	Young Minds	Mayor's charity donation 2018/19
504819	18651	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr D Ashwin	IRP allowance 2019/20
504820	18652	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr O Edwards	IRP allowance 2019/20
504821	18653	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr K Harris	IRP allowance 2019/20
504822	18654	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr J Harris	IRP allowance 2019/20
504823	18655	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr A Lloyd	IRP allowance 2019/20
504824	18656	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr M Mitchell	IRP allowance 2019/20
504825	18657	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr M Stevens	IRP allowance 2019/20
504826	18658	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr P Stevens	IRP allowance 2019/20
504827	18659	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr S Tovey	IRP allowance 2019/20
504828	18660	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr J Williams	IRP allowance 2019/20
504829	18661	20/06/19	£150.00	£0.00	£150.00	ADMIN	Cllr J Dobson-Pettican	IRP allowance 2019/20
504830	18662	25/06/19	£60.00	£10.00	£50.00	KGVPF	P&P Pest Control	Wasp nest bowling green
504831	18663	25/06/19	£77.50	£0.00	£77.50	ADMIN	Barrie Hodges	Travel exps Llandrindod Wells SLCC 20.6.19
504832	18664	25/06/19	£312.50	£0.00	£312.50	FACS	L Watkins	cemetery gates Apr-June
504833	18665	03/07/19	£32.00	£0.00	£32.00	FACS	R Morse	Town Council Building June 2019
504833	18666	03/07/19	£312.50	£0.00	£312.50	KGVPF	R Morse	KGVPF Gates July 2019
504833		03/07/19	£344.50	£0.00	£344.50			
504834	18667	03/07/19	£28.00	£0.00	£28.00	FACS	G Harris	Window Cleaning July 2019
504835	18668	09/07/19	£10.00	£1.67	£8.33	ADMIN	Caldicot Printing	Mayors Board July 19
504835	18669	03/07/19	£3.00	£0.50	£2.50	ADMIN	Caldicot Printing	Cream card
504835		09/07/19	£13.00	£2.17	£10.83			
504836	18670	03/07/19	£720.00	£120.00	£600.00	KGVPF	STRI	Subscription and 1 visit July 2019
504837	18671	03/07/19	£5,125.00	£0.00	£5,125.00	FACS	Mon CC	street cleaning 2nd qtr July-Sept 2019
504838	18672	03/07/19	£750.00	£0.00	£750.00	FACS	Merlin Waste	collection July 2019
504839	18673	09/07/19	£200.00	£0.00	£200.00	CWB	Bobath Children's Therapy Centre Wales	Donation July 2019
504840	18674	03/07/19	£1,000.00	£0.00	£1,000.00	CWB	St Josephs Amateur Boxing Club	Donation July 2019
504841	18675	03/07/19	£61.00	£0.00	£61.00	ADMIN	Post Office Ltd	Stamps july 2019
504842	18676	03/07/19	£14.40	£0.00	£14.40	ADMIN	G McIntyre	Travel to Usk meeting
Page Sub Total			£11,755.90	£132.17	£11,623.73			
Running Sub Total			£11,755.90	£132.17	£11,623.73			

Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
504843	18677	09/07/19	£880.00	£0.00	£880.00	KGVPF	Rob Lewis	Contract Fee June - KGVPF
504843	18678	09/07/19	£880.00	£0.00	£880.00	FACS	Rob Lewis	Contract Fee June - Cemetery
504843	18679	09/07/19	£180.00	£0.00	£180.00	FACS	Rob Lewis	Contract Fee June - TC Building
504843	18680	09/07/19	£35.00	£0.00	£35.00	FACS	Rob Lewis	Contract Fee June - Allotments
504843	18681	09/07/19	£22.00	£0.00	£22.00	FACS	Rob Lewis	Contract Fee June - Orchard Close
504843	18682	09/07/19	£100.00	£0.00	£100.00	FACS	Rob Lewis	2 x mow June Cemetery Extension
504843	18683	09/07/19	£115.00	£0.00	£115.00	FACS	Rob Lewis	Sandy Lane (overgrowth) Oakley Way (tap & hose)
504843		09/07/19	£2,212.00	£0.00	£2,212.00			
504844	18684	09/07/19	£28.20	£4.70	£23.50	ADMIN	Complete Business Solutions Group Ltd	Paper
504844	18685	09/07/19	£29.99	£5.00	£24.99	ADMIN	Complete Business Solutions Group Ltd	Stationery
504844	18686	09/07/19	£5.39	£0.90	£4.49	ADMIN	Complete Business Solutions Group Ltd	Stationery
504844		09/07/19	£63.58	£10.60	£52.98			
504845	18688	09/07/19	£20.00	£0.00	£20.00	ADMIN	Playworks (Payroll Bureau)	Payslips July
504846	18689	09/07/19	£180.00	£30.00	£150.00	ADMIN	SLCC	Deputy Clerk/Admin Officer - Llandrindod conference for
Wales								
504847	18690	09/07/19	£135.00	£0.00	£135.00	FACS	Willow Landscapes	June Mow Birbeck Park
504847	18691	09/07/19	£60.00	£0.00	£60.00	FACS	Willow Landscapes	June Mow Jubilee Way
504847	18692	09/07/19	£60.00	£0.00	£60.00	FACS	Willow Landscapes	June Mow White Hart
504847		09/07/19	£255.00	£0.00	£255.00			
504848	18693	09/07/19	£1,232.24	£205.37	£1,026.87	KGVPF	Peter Villars Landscapes	Bowling Green Contractor June
504849	18694	09/07/19	£214.80	£35.80	£179.00	KGVPF	Playsafety Ltd	Rospa Annual Inspection
504850	18695	10/07/19	£54.15	£0.00	£54.15	FACS	R Morse	Cleaning 1-5.7.19
504851	18696	10/07/19	£11.70	£0.00	£11.70	ADMIN	Cllr A Easson	Travel exps Usk CAB 1.7.19
504852	18698	15/07/19	£24.50	£0.00	£24.50	ADMIN	Cllr D Evans	Re-imburse re: civic
504853	18699	15/07/19	£72.00	£12.00	£60.00	ADMIN	SLCC	Webinar - social media 26.6.19
504854	18701	18/07/19	£540.00	£0.00	£540.00	FACS	Aztec Alarms & Electrical Services	Annual service fire alarm/security TC
504854	18702	18/07/19	£540.00	£0.00	£540.00	KGVPF	Aztec Alarms & Electrical Services	Annual service fire alarm/security compound
504854	18711	23/07/19	£540.00	£0.00	£540.00	KGVPF	Aztec Alarms & Electrical Services	Annual service security/fire system compound
504854		18/07/19	£1,620.00	£0.00	£1,620.00			
504855	18709	18/07/19	£20.00	£0.00	£20.00	ADMIN	Playworks (Payroll Bureau)	Payslips July
504856	18713	23/07/19	£417.00	£0.00	£417.00	ADMIN	Clarkes Butchers	Catering Civic Reception Sunday 14.7.19
Page Sub Total			£6,396.97	£293.77	£6,103.20			
Running Sub Total			£18,152.87	£425.94	£17,726.93			

Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
504857	18714	23/07/19	£1,621.20	£270.20	£1,351.00	FACS	J Ball	Levelling sunken graves cemetery
AS200719	18715		£5,589.30	£0.00	£5,589.30	ADMIN	Salaries	Salaries July 19
AS2007191	18717		£1,936.93	£0.00	£1,936.93	ADMIN	HMRC	Tax/NI July 19
AS2007192	18716		£1,930.00	£0.00	£1,930.00	ADMIN	Torfaen CBC	Superannuation July 19
BG16	18700	15/07/19	£224.35	£10.68	£213.67	FACS	British Gas	Gas supply TC
Total			£29,454.65	£706.82	£28,747.8			

Page Sub Total	£11,301.78	£280.88	£11,020.90
Running Sub Total	£29,454.65	£706.82	£28,747.83

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 **To Receive Notes of Compound Working Group, Monday 15th July 2019 [Circ]**

Town Council were informed that the Compound Working group had met with MCC Planning Officers, letters had been sent to residents, ideas had been discussed however, final designs had not been agreed and further consultation was required, with public and youth service.

Town Council agreed that further consultation was required, including youth service, prior to planning permission and quotations being received.

2 ***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:***

3 **To consider quotation for re-siting of bins outside children's play area**

Town Council resolved to accept quotation from preferred contractor to remove and re-site two bins from near play area fence to other side of footpath at a cost of £155.00 +VAT.

4 **To consider quotation for inclusive roundabout [Circ]**

Town Council resolved to accept quotation for Option 2 from Supplier 2 at a cost of £9,998.00 +VAT.

Meeting closed at 8:50pm

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Mayor/Deputy Mayor

Suspended Proceedings

a) Mon CC – Town Centre Regeneration

Town Council welcomed C Phillips, Mon CC, to the meeting to provide an update on the Town Centre Regeneration Project. Council was informed that there are five main parts to the project: Cross Destination Space, Enterprise Hub, Property Enhancement Funding (for improvements to southern edge of Newport Road & The Cross), the Retail Parade (7-43 Newport Road) and Urban Courtyard, Jubilee Way.

The following points were noted:-

Cross Destination Space:

- Tenders issued and returned. Preferred contractor chosen but contract subject to Welsh Government of project. Full application to be considered by WG on 19th August.
- If approved, work to start beginning September 2019 and be completed by May 2020.

Enterprise Hub:

- Proposal to develop 2 sections in Caldicot Hub to allow for 10 work spaces for rent by small businesses who cannot afford to move into designated offices yet.
- Tender documents currently being prepared. If approved, work should begin in tandem with Cross Destination Space in September 2019 and be completed by December 2019.

Property Enhancement Fund:

- Grant Funding available to provide financial support (up to 75% of cost) to enhance and improve the external appearance of commercial/retail premises.
- Grant fund can be used for works to improve exterior of property, including windows and doors, security fascias and signage.
- Property Enhancement Scheme is behind schedule – consulting now. Common Group or individual planning applications can be made under the scheme.

Retail Parade & Urban Courtyard, Jubilee Way:

- Proposals for retail parade and Jubilee Way for consideration in the next Financial Year.
- No positive response from owner & leaseholder as yet.

Councillors were invited to comment and ask questions. The following points were discussed:

- Contractor work plan will inform sequence of events, such as removal of street furniture.
- Mon CC currently looking into marketing, including Enterprise Hub rental charges.
- Waitrose end of town centre also needs to be pedestrian friendly – £100,000 funding applied for to improve Newport Road. Programmed towards end of 2020/21
- 20mph zone Church Rd and Chepstow Rd; will find out if town centre is 10 or 20mph.
- Not aware of disruption to bus services. Bus stops to be moved and scheduling not expected to change.
- Disability access can be included as eligible works under the Property Enhancement Fund.
- Contractor to ensure access routes available to the Cenotaph.
- Copies of work plan will be made available to stakeholders.

Council thanked Mr Phillips for providing an update on the Town Centre Regeneration project.

CALDICOT TOWN COUNCIL

Minutes of Planning and Resources Committee held at 6.30pm on Tuesday, 13th August 2019 at Caldicot Town Council

Present: Cllrs:

D Evans (Chair)
D Ashwin
W Conniff
J Dobson-Pettican
A Easson
O Edwards
J Harris
K Harris
RJ Higginson
F Rowberry
M Stevens

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; B Hodges; members of public]

1. Apologies

Apologies were received from Cllrs R Garrick, M Mitchell, P Stevens, S Tovey

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

Cllr D Evans and RJ Higginson declared personal interests as members of MCC Planning Committee in relation to agenda item 5a.

3. Suspended proceedings

a) Presentation of donations

The Mayor presented donations to the following local groups:

- Caldicot Community Working Together - £2,653.00
- Caldicot Youth Group - £4,000.00

b) Introduction new Police Inspector

The Police Inspector was not present.

c) Presentation – solar energy and car chargers – See Appendix A

Town Council agreed to receive an estimate and proposals, from Gwent Energy, for solar panels and car chargers at Caldicot Town Council building.

4. Planning

A) Planning Applications:

None received

B) Planning Permissions:

DM/2019/00972: Householder: To erect a fence on top of the existing boundary around the rear of my property – 15 Beech Road, Caldicot, NP26 4DYdvertisement **P&R Approved 9.7.19**

5. **Members Item of Business:**
a) Cllr J Harris

This item was withdrawn.

6. **To note Monmouthshire County Council Temporary Traffic Regulation Notice 2019 – Woodstock Way, Caldicot, Monmouthshire Temporary Traffic Regulation Order 2019**
(It is anticipated that the works will be completed between 2nd September 2019 and 16th September 2019. This is in order for highway resurfacing to take place safely at the location).

Town Council noted the temporary traffic order for resurfacing works to be carried out safely at Woodstock Way, Caldicot.

It was agreed to contact Mon CC to ensure that Newport Bus, residents and the public were aware of the road closure.

7. **Monmouthshire County Council consultation on Amendment No. 1 Consolidation Order 2019**
(Notices will be erected at sites Friday 2nd August, providing residents etc. 21 days to make formal representations/objections to the Council)

a. Various Roads, Green Lane & Caldicot Castle, Caldicot – *To introduce an area wide Speed Limit on various roads within the wards mentioned above.*

b. Newport Road and New Road, West End and Dewstow, Caldicot – *To introduce Prohibition of Waiting at Any Time restrictions on part of the roads identified above.*

Town Council raised the following points:

- Traffic calming at Mill Lane
- Safe routes to school (no pavement along road opposite Asda)
- Traffic levels and pedestrian safety at Co-op and West End
- Involvement of Town Council in setting highway priorities
- Emphasised concern regarding safety of pedestrians and residents

Town Council noted the information relating to: a) consultation on the introduction of an area-wide speed limit on various roads in Green Lane and Caldicot Castle Wards; b) consultation on the introduction of Prohibition of Waiting at Any Time on parts of roads in Newport Road and New Road in West End and Dewstow Wards.

It was agreed to contact Mon CC, for officers to attend site and discuss road safety issues.

Cllr D Ashwin left at 7.05pm

8. **To note blessing of cemetery extension – Tuesday 13th August 2019 at 10am**

The Mayor expressed disappointment that he was the only councillor who attended the Blessing of the Cemetery Extension.

Cllr J Harris left at 7.10pm

9. ***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:***

10. To consider quotations for hedge maintenance works

Town Council resolved to accept quotation from preferred contractor to cut hedge by hand in the corner of the football field at King George V Playing Field at a cost of £100.00 + VAT

The meeting closed at 7.15pm

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Mayor/Deputy Mayor

Presentation – Solar Energy and Car Chargers

Town Council welcomed Phil Powell from Gwent Energy to the meeting to provide a presentation on solar panels and car chargers.

The following points were noted:

- Thanks to Town council
- 35,000 people have benefited from solar panels
- Working with Monmouth Town Council and Mon CC on climate emergency plans
- Solar panels now self-funding/financing
- Solar panels on building can decrease carbon footprint
- Community Energy Scheme set up in Monmouth
- Car chargers installed by library in Chepstow – looking at placing another 70 via Mon CC
- Car charger available at Caldicot Castle
- Home chargers available for properties with off road parking

Councillors were invited to ask questions and make comments. The following points were discussed:

- A councillor suggested that solar panels could assist the Council in becoming more environmentally friendly
- Solar Panels are self-financing, anticipated money returned within 7 years. Calculation made using current annual energy use.
- Size of solar panels can differ and would generate required amount.
- No payment for excess energy generated
- Town Council suggested that the Clerk provided energy usage, so that estimate could be prepared.

Town Council thanked Mr Powell for attended and providing a report on solar panels and car chargers.

CALDICOT TOWN COUNCIL

Minutes of Planning and Resources Committee held at 6.30pm on Tuesday, 10th September 2019 at Caldicot Town Council

Present: Cllrs:

D Evans (Chair)
D Ashwin
W Conniff
J Dobson-Pettican
A Easson
O Edwards
R Garrick
M Mitchell
F Rowberry
M Stevens
P Stevens

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; B Hodges; members of public]

1. Apologies

Apologies were received from Cllrs J Harris, RJ Higginson

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

Cllr D Evans declared a personal interest as a member of MCC Planning Committee in relation to agenda item 3.

Cllr R Garrick declared a personal interest in relation to planning application DM/2019/01176, as a neighbour of the applicant.

3. Planning

A) Planning Applications:

DM/2019/01125: Planning permission. Incorporation of a parcel of land within the boundary of 54 Wentwood View and the associated change of use to residential garden – Parcel of land to the East of 54 Wentwood View, Caldicot, NP26 4QH **TC Approved**

DM/2019/01176: Householder. Hipped roof conservatory to rear of dwelling. Rainwater from the project will exit to existing surface drains – 18 Heol Sirhowy, Caldicot, NP26 4RD **TC Approved**

DM/2019/01255: Outline Planning Permission – The erection of one dwelling house with garden and parking area. New vehicular access to Woodstock Way – Land to rear of 76 Newport Road, Caldicot **TC Approved**

DM/2019/00739: Householder. Construction of a side dormer - 99 Sandy Lane, Caldicot, NP26 4NQ **TC Approved**

DM/2019/01385: Fast track householder – Construction of dormer on north lean-to roof to provide sufficient headroom to use the space as a bedroom - 32 Lapwing Avenue, Caldicot, NP26 5RN **TC Approved**

DM/2019/01041: Reserved Matters application for the erection of 271 dwellings with ancillary - Land Development South of Crick Road, Crick Road, Portskewett **TC DEFERRED***

* Town Council agreed to defer the application subject to request for further information from Mon CC, in relation to infrastructure, schools and health in Caldicot.
Cabinet Member and Head of Planning to be invited to Town Council 25.9.19.

DM/2019/00906: Advertisement Consent – Two signs on the front of the shop –
62-64 Newport Road, Caldicot, NP26 4BR **TC Approved**

B) Planning Permissions:

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, NP26 4BQ
P&R Approved 11.9.18

DM/2019/00870: Planning Permission. Conversion of curtilage barn, new development of 1 no. house incorporating existing rubble walls to the south west of the house –
Philosopher House, 108 Chepstow Road, Caldicot, Monmouthshire, NP26 4JA
FTC Approved 26.6.19

4. **To Approve transfer of funds over £10,000 following Precept 2 end August**

Resolved to approve Clerk to transfer funds over £10,000, following precept 2 received end August.

5. ***To Resolve – 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:***

6. **To consider inclusive roundabout – King George V Playing Field Play Area**

Council were updated that following inclusive roundabout selected at the meeting 31.7.19, supplier had advised of a 12 week lead time for manufacture and due to delay suggested an alternative.

It was confirmed that the alternative product would be supplied at no additional cost.

Resolved to approve alternative roundabout model, as circulated.

The meeting closed at 6.55pm

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Mayor/Deputy Mayor

Item 7 9)

Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
504858	18718	25/07/19	£3,264.00	£0.00	£3,264.00	FACS	Mon CC	CCTV charges July - Sept 19
504859	18723	12/08/19	£104.26	£17.38	£86.88	ADMIN	Konica Minolta	Photocopier July-Oct
504859	18724	12/08/19	£32.23	£5.37	£26.86	ADMIN	Konica Minolta	Photocopies Apr - July
504859		12/08/19	£136.49	£22.75	£113.74			
504860	18725	12/08/19	£161.77	£0.00	£161.77	FACS	Dwr Cymru	OW allotments
504860	18726	12/08/19	£148.08	£0.00	£148.08	FACS	Dwr Cymru	SL allots
504860	18727	12/08/19	£45.63	£0.00	£45.63	KGVPF	Dwr Cymru	KGVPF
504860	18728	12/08/19	£580.55	£0.00	£580.55	FACS	Dwr Cymru	Jubilee Way toilets
504860	18729	12/08/19	£110.06	£0.00	£110.06	FACS	Dwr Cymru	supply TC
504860		12/08/19	£1,046.09	£0.00	£1,046.09			
504861	18730	12/08/19	£600.00	£0.00	£600.00	FACS	Merlin Waste	Dog waste collection Aug
504862	18731	28/08/19	£81.00	£0.00	£81.00	ADMIN	Country Flowers	Floral arrangements civic reception 14.7.19
504862	18732	12/08/19	£27.00	£0.00	£27.00	CWB	Country Flowers	Bouquet 100 years
504862		28/08/19	£108.00	£0.00	£108.00			
504863	18733	12/08/19	£40.00	£0.00	£40.00	FACS	R Morse	TC Security July
504863	18734	12/08/19	£54.12	£0.00	£54.12	FACS	R Morse	Cleaning 29.7-2.8
504863		12/08/19	£94.12	£0.00	£94.12			
504864	18735	12/08/19	£29.69	£4.95	£24.74	FACS	Complete Business Solutions Group Ltd	Cleaning materials
504864	18736	12/08/19	£18.00	£3.00	£15.00	ADMIN	Complete Business Solutions Group Ltd	Printer cartridge
504864		12/08/19	£47.69	£7.95	£39.74			
504865	18737	28/08/19	£1,232.24	£205.37	£1,026.87	KGVPF	Peter Villars Landscapes	Bowls green contract fee July
504866	18738	12/08/19	£11.70	£0.00	£11.70	ADMIN	Cllr A Easson	Travel exps CAB Usk 5.8.19
504867	18739	12/08/19	£129.30	£21.55	£107.75	ADMIN	Brighter Bills Ltd	Tels/internet July
504868	18740	12/08/19	£20.00	£0.00	£20.00	ADMIN	Playworks (Payroll Bureau)	Payslips August
504869	18741	12/08/19	£4,000.00	£0.00	£4,000.00	CWB	Caldicot Youth Group	Donation to Diversity Festival 27/28.7.19
504870	18742	28/08/19	£2,653.00	£0.00	£2,653.00	CWB	Caldicot Community Working Together	Donation to Christmas Festival
504871	18743	12/08/19	£180.00	£0.00	£180.00	ADMIN	One Voice Wales	Mayor/Deputy attend OVW AGM/Conf 5.10.19
504872	18758	28/08/19	£131.00	£0.00	£131.00	ADMIN	Post Office Ltd	Postage august
504873	18744	13/08/19	£880.00	£0.00	£880.00	KGVPF	Rob Lewis	Contract fee July - KGVPF
504873	18745	13/08/19	£880.00	£0.00	£880.00	FACS	Rob Lewis	Contract fee July - Cemetery
Page Sub Total			£15,413.63	£257.62	£15,156.01			
Running Sub Total			£15,413.63	£257.62	£15,156.01			

Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
504873	18746	13/08/19	£180.00	£0.00	£180.00	FACS	Rob Lewis	Contract fee July - TC Building
504873	18747	13/08/19	£35.00	£0.00	£35.00	FACS	Rob Lewis	Contract fee July - Allotments
504873	18748	13/08/19	£22.00	£0.00	£22.00	FACS	Rob Lewis	Contract fee July - Orchard Close
504873	18749	13/08/19	£100.00	£0.00	£100.00	FACS	Rob Lewis	2 x mow cemetery extension
504873	18750	13/08/19	£15.00	£0.00	£15.00	FACS	Rob Lewis	Grave marking
504873	18751	13/08/19	£10.00	£0.00	£10.00	KGVPF	Rob Lewis	Attend concrete post compound fence
504873		13/08/19	£2,122.00	£0.00	£2,122.00			
504874	18759	02/09/19	£765.00	£127.50	£637.50	KGVPF	Trident Water	Clean/chlorinate irrigation tank bowls club
504875	18760	02/09/19	£135.00	£0.00	£135.00	FACS	Willow Landscapes	Mow Birbeck Park July
504875	18761	02/09/19	£60.00	£0.00	£60.00	FACS	Willow Landscapes	Mow Jubilee Way July
504875	18762	02/09/19	£60.00	£0.00	£60.00	FACS	Willow Landscapes	Mow Wfhite Hart July
504875	18763	02/09/19	£40.00	£0.00	£40.00	FACS	Willow Landscapes	Mow vacant OW allotments 16-19
504875		02/09/19	£295.00	£0.00	£295.00			
504876	18764	02/09/19	£32.00	£0.00	£32.00	FACS	R Morse	TC Security July
504877	18765	04/09/19	£9.65	£0.00	£9.65	CWB	S King	Re-imburse refreshments Merchant Seaman Day 30.8.19
504877	18766	04/09/19	£20.00	£0.00	£20.00	ADMIN	S King	Re-imburse re: CILCA submission
504877		04/09/19	£29.65	£0.00	£29.65			
504878	18768	04/09/19	£28.00	£0.00	£28.00	FACS	G Harris	Window cleaning
504879	18769	04/09/19	£750.00	£0.00	£750.00	FACS	Merlin Waste	Dog waste collection Sept
504880	18770	10/09/19	£957.60	£159.60	£798.00	CWB	Red Dragon Manufacturing Ltd	Erection of flagpole - Green Flag Award
504881	18771	10/09/19	£3,240.00	£540.00	£2,700.00	FACS	J Ball	Cemetery extension works
504882	18772	10/09/19	£23.58	£3.93	£19.65	ADMIN	Complete Business Solutions Group Ltd	Stationery
504882	18773	10/09/19	£5.83	£0.97	£4.86	FACS	Complete Business Solutions Group Ltd	Office sundries
504882		10/09/19	£29.41	£4.90	£24.51			
504883	18774	10/09/19	£21.60	£0.00	£21.60	ADMIN	Cllr F Rowberry	Trav Exps Raglan 8.8.19
504884	18775	10/09/19	£135.00	£0.00	£135.00	FACS	Willow Landscapes	Mow Birbeck Park
504884	18776	10/09/19	£60.00	£0.00	£60.00	FACS	Willow Landscapes	Mow Jubilee Way
504884	18777	10/09/19	£60.00	£0.00	£60.00	FACS	Willow Landscapes	Mow White Hart
504884		10/09/19	£255.00	£0.00	£255.00			
504885	18778	10/09/19	£880.00	£0.00	£880.00	KGVPF	Rob Lewis	Contract fee August - KGVPF
Page Sub Total			£7,645.26	£832.00	£6,813.26			
Running Sub Total			£23,058.89	£1,089.62	£21,969.27			

Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
504885	18779	10/09/19	£880.00	£0.00	£880.00	FACS	Rob Lewis	Contract fee August - Cemetery
504885	18780	10/09/19	£180.00	£0.00	£180.00	FACS	Rob Lewis	Contract fee August - TC Building
504885	18781	10/09/19	£35.00	£0.00	£35.00	FACS	Rob Lewis	Contract fee August - Allotments
504885	18782	10/09/19	£22.00	£0.00	£22.00	FACS	Rob Lewis	Contract fee August - Orchard Close
504885	18783	10/09/19	£150.00	£0.00	£150.00	FACS	Rob Lewis	3 x mow cemetery extension
504885	18784	10/09/19	£5.00	£0.00	£5.00	FACS	Rob Lewis	Grave marking
504885		10/09/19	£2,152.00	£0.00	£2,152.00			
504886	18785	10/09/19	£25.00	£0.00	£25.00	CWB	Mr Mrs A Shaw	Best Kept Garden Winner
504887	18786	10/09/19	£15.00	£0.00	£15.00	CWB	Mr Mrs M Simmonds	Best Kept Garden GLr
504888	18787	10/09/19	£15.00	£0.00	£15.00	CWB	Mrs S Edwards	Best Kept Garden Dewstow
504889	18788	10/09/19	£15.00	£0.00	£15.00	CWB	Mr MrsNicholson	Best Kept Garden West End
504890	18789	10/09/19	£15.00	£0.00	£15.00	CWB	Mr Mrs Shute	Best Kept Garden Severn
504891	18790	10/09/19	£15.00	£0.00	£15.00	CWB	M Commins	Best Kept Garden Castle
504892	18791	10/09/19	£25.00	£0.00	£25.00	CWB	Ian Watts & Son Ltd	Best Kept Garden Mayor's Award
504893	18792	12/09/19	£0.00	£0.00	£0.00	ADMIN	Cancelled	
504894	18793	10/09/19	£20.00	£0.00	£20.00	CWB	G Hackett	Best Kept Garden Allotment winner
504895	18794	10/09/19	£27.80	£0.00	£27.80	CWB	S King	Trav exps 20.8 re: BKG photos/refreshments BKG 10.9
504896	18795	10/09/19	£15.00	£0.00	£15.00	CWB	G McIntyre	Re-imburse re: engraving BKG 10.9
504897	18796	12/09/19	£1,232.24	£205.37	£1,026.87	KGVPF	Peter Villars Landscapes	Bowls Green contract fee August
504898	18797	12/09/19	£135.00	£0.00	£135.00	CWB	K Porter	Buffet BKG 10.9.19
504899	18798	16/09/19	£128.71	£21.45	£107.26	ADMIN	Brighter Bills Ltd	Tels/internet
504900	18799	18/09/19	£20.00	£0.00	£20.00	ADMIN	Playworks (Payroll Bureau)	Payslips September
AS200919	18806		£11,352.26	£0.00	£11,352.26	ADMIN	Salaries	Salaries Aug/Sept 19
AS2009191	18807		£3,942.38	£0.00	£3,942.38	ADMIN	Torfaen CBC	Superannuation Aug/Sept 19
AS2009192	18808		£4,023.90	£0.00	£4,023.90	ADMIN	HMRC	Tax/NI Aug/Sept 19
BG13	18767	04/09/19	£40.33	£1.92	£38.41	KGVPF	British Gas	Electricity compound
BG14	18722	02/08/19	£153.05	£7.28	£145.77	FACS	British Gas	Electricity TC
BG15	18721	30/07/19	£122.26	£5.82	£116.44	FACS	British Gas	Electricity Jubilee Way toilets
Total			£45,668.82	£1,331.46	£44,337.36			

Page Sub Total	£22,609.93	£241.84	£22,368.09
Running Sub Total	£45,668.82	£1,331.46	£44,337.36

Caldicot Town Council

Caldicot Town Council was formed on 1st April 1974. The Council is made up of 17 members and employs 3 members of staff who work hard for the benefit of Caldicot. The Council plays an important role in being a voice between the residents of Caldicot and Monmouthshire County Council.

Town Councillors

Castle Ward

VACANCY	
Oliver Edwards	01291 425851
Rachel Garrick	07915071878

Dewstow Ward

Anthony Easson	01291 421250
Maxine Mitchell	01291 421445
Frank Rowberry	01291 423672
Philip Stevens	01291 423090

Green Lane Ward

David Ashwin	01291 424852
Wyndham Conniff	01291 423013
Maria Stevens	01291 423090
Joel Williams	01291 421597

West End Ward

Jimmy Harris	01291 760311
Alun Lloyd	01291 424886
Jim Higginson	01291 420663

Severn Ward

David Evans	01291 420354
Kay Harris	01291 425223
Jessica Dobson-Pettican	07305 267076

Caldicot Town Council 01291 420441
towncouncil@caldicottc.org.uk

Future Meeting Dates

Full Council Meetings are held on the last Wednesday of the month, excluding August and December.

Planning & Resources Meetings are held on the 2nd Tuesday of the month.

Responsibilities

The main responsibilities of Caldicot Town Council are Dewstow Cemetery, King George V Playing Field, its 3 Allotment Sites, Dog Waste Bins, Christmas Lighting in the Town Centre, West End & Oakley Way, and Jubilee Way Public Conveniences.

The Town Council has attained Green Flag Status for 2 sites – Dewstow Cemetery and King George V Playing Fields.

Along with this, the Town Council also provides funding for many groups and events in the town including the Citizens Advice Bureau, Summer Playscheme, Caldicot Youth Group, Community Lunches & Caldicot Events Committee, works in partnership with the County Council, funds CCTV in the town, provides bus shelters, supported the Firework events and the upgrades of Caldicot Castle and country park.

www.caldicottc.org.uk

Caldicot Town Council

05 SEP 2019

CALDICOT TOWN COUNCIL GRANTS SCHEME

1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.
Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.
Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales
A resilient Wales
A healthier Wales
A more equal Wales
A Wales of cohesive communities
A Wales of vibrant culture
A globally responsible Wales

2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.

4. **After Receipt of the Grant**

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

A. APPLICANT DETAILS

Name of organisation	**Monmouthshire Events and Projects Team**
Contact Name	**Ellis Lee**
Address (of organisation)	**Monmouthshire County Council** **Innovation House** **Newport Road, Caldicot** **NP26 3DG**
Tel No.	**07566 224771**
E-mail Address	**EllisLee@monmouthshire.gov.uk**
What are the aims and purposes of your organisation?	**To develop the event program across Monmouthshire in order to bring communities together.**
Is the organisation a registered charity?	**No**
If YES, what is the registration number?	**N/A**

B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council	**£4,000.00**
What will be the total cost of the project?	**Circa: £38,000.00**
How will the project be funded in total?	**Sponsorship and ticket sales**
Have you ever received a grant from Caldicot Town Council?	**Yes**
Please provide details: Previous grant sponsorship for this event 3+ years	

C. DETAILS OF PROJECT

Title of project **Caldicot Fireworks 2019**

Description of project – Annual family fireworks event, for local people and to bring visitors into the town

Who will benefit from the project?	**Local people, businesses and visitors**
Approximately how many of those who will benefit are residents of Caldicot?	**2500**

D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4 a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

E. DECLARATION

I declare that the above information is correct.

Date: 05/09/19

Signature:

Name and position within organisation: Event and Special Projects Lead

Please return form to:

Clerk to the Council
Caldicot Town Council
Sandy Lane
Caldicot
NP26 4NA

IMPORTANT INFORMATION

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Caldicot Town Council requires your consent to contact you

In relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail YES☐

I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data **will not** be shared with any third parties.

Signed: **Ellis Lee** Date: 05/09/19

2018

Item	Description	Provider	2018 budget
Production			
FIGURE 8 PRICE	This includes the site lighting too - including missings	Fig 8	£ 1,249.80
Audio	Linearray system as last year	Protech	£ 1,126.00
Screens	1 x 13sqm screens + locked off camera	iStadia	£ 1,600.00
emergency PA	100v line speaker horns and control	PG sound	£ 81.00
			£ 4,056.80
Site			
Site equipment	Cables, cable ramp, distro and electrical sign off	Protech	£ 697.97
Actavo	Scafolding, fencing	Actavo	£ 560.00
Blackwood fire	Extinguishers	Blackwood	£ 144.00
Toilets	As specification	A1 loo hire	£ 1,600.00
Power generation	2 x 100 + 1 x 60 + 1 x 20	A plant	£ 889.00
Tower lights	6 x tower lights	GAP hire	£ 480.00
Vehicle hire	Telehandler	Hopkins	£ 310.00
Communications	25 x event radio	Contact comms	£ 182.00
			£ 4,862.97
Specialist provision			
TEN's licence			£ 21.00
Capital FM	Marketing, street stars, presenters, VJ	Capital FM	£ 3,500.00
Security provision	Security + Chris	Event care	£ 4,230.00
Overnight security	Thursday - Sunday	Eye witness	£ 528.00
Medical	As specification	Event care	£ 1,200.00
Fireworks show stage 1	Display as normal	pendragon	£ 5,500.00
Fire eaters / stilt walkers	2 x artists	Asked Stu	£ 450.00
Ticket management	Internet solution - CAT 5 cable etc	Stage Sound Services	£ 25.00
Promotion	Leaflets	Zenith media	£ 124.00
Promotion	Design time - Tom Damsell	Internal Comms	£ 225.00
AA Signage	Signage as last year	AA	£ 815.00
Traffic management	Traffic management staff	MJ events	£ 1,680.00
Singal system	3 way traffic control	Forest	£ 270.00
waste management	Internal bins and extra collection	Woodstock	£ 120.00
Sigange	All site signage from image	Image	£ 140.00
			£ 18,828.00
Post event			
Staffing	As per breakdown sheet	MCC events team	£ 6,758.25
Fuel recharge	refuelling of generators and tower lights	Caldicot Castle	£ 75.00
Stand by budget	Additonal charges	Various as listed	£ 793.25
			£ 7,626.50
		Total expenditure Ex VAT	£ 35,374.27

2019

Item	Description	Provider	Cost
Production			
Stage lighting	All internal. Front cans in the site quote	MCC	£ 148.00
Audio	Linearray system and LED wall??	Protech	£ 2,000.00
Screens	1 x 13sqm screens + locked off camera	iStadia	£ 1,600.00
emergency PA	100v line speaker horns and control	PG sound	£ 81.00
			£ 3,829.00
Site			
Actavo	Scafolding, fencing. Steel shield for new Fireworks loc	Actavo	£ 850.00
Blackwood fire	Extinguishers, blankets. All for FFE	Blackwood	£ 144.00
Toilets	As specification. As last year	A1 loo hire	£ 1,600.00
Site Electricity	gens, tower lights, elec sign off, power elecs, festoon	11th hour events	£ 2,000.00
Vehicle hire	Telehandler, gator	Hopkins	£ 500.00
Communications	25 x event radio	Contact comms	£ 182.00
			£ 5,276.00
Specialist provision			
TEN's licence		Licencing MCC	£ 21.00
Capital FM	Marketing, street stars, presenters, VJ	Capital FM	£ 4,000.00
Security provision	Security for build and derig and show day	Safestyle	£ 4,230.00
Medical	As specification	Safeguard	£ 1,200.00
Fireworks show	Display as normal	pendragon	£ 5,500.00
Ticket management	Internet solution - CAT 5 cable etc	Stage Sound Services	£ 256.00
Promotion	Leaflets	Zenith media	£ 124.00
Promotion	Design time - Tom Damsell	Internal Comms	£ 225.00
AA Signage	Signage as last year plus additionals	AA	£ 915.00
Traffic management	Traffic management staff	MJ events	£ 1,680.00
litter pickers	post event and next day in caldicot	MJ events	£ 250.00
Signal System	3 way traffic control	Forest	£ 270.00
waste management	Internal bins and extra collection	MCC	£ 80.00
Sigange	All site signage from image	Image	£ 50.00
Aditional AA installation	installation of road cones on church road	AA	£ 250.00
Additional Crew	Additional crew to install equipment	Rock City	£ 1,200.00
			£ 20,251.00
Post event			
Staff	MCC Staff, install crew, running of castle, derig crew	MCC/Caldicot C astle	£ 6,758.00
Fuel recharge	refuelling of generators and tower lights	Caldicot Castle	£ 150.00
Stand by budget	Contingency budget		£ 2,000.00
			£ 8,908.00
		Total expenditure Ex VAT	**£ 38,264.00**

4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

A. APPLICANT DETAILS

Name of organisation CALDICOT COMMUNITY LUNCHES.
Contact Name JOYCE NORFOLK
Address (of organisation) ST. MARY'S CHURCH HALL, CALDICOT
Post Code NP26 4LW.
Tel No.
E-mail Address
What are the aims and purposes of your organisation? TO PROVIDE LOW COST LUNCHES.
Is the organisation a registered charity? YES/NO (please delete) - comes under umbrella of Caldicot Benefice
If YES, what is the registration number? 1134850

B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council £ 3,000
What will be the total cost of the project? £ 3,000
How will the project be funded in total? DINERS contribution towards cost
Have you ever received a grant from Caldicot Town Council? YES/~~NO~~
Please provide details: We have received Annual Grant from the Council

C. DETAILS OF PROJECT

Title of project CALDICOT COMMUNITY LUNCHES.
Description of project TO PROVIDE LOW COST LUNCHES
Who will benefit from the project? ELDERLY, LONELY, WIDOWED etc Community of Caldicot / Rogiet / Portskewett.
Approximately how many of those who will benefit are residents of Caldicot? ALL.

Church of Wales
423159

CALDICOT TOWN COUNCIL GRANTS SCHEME

1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.
Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.
Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales
A resilient Wales
A healthier Wales
A more equal Wales
A Wales of cohesive communities
A Wales of vibrant culture
A globally responsible Wales

2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.

D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4 a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

E. DECLARATION

I declare that the above information is correct.

Signature Joyce M. Norfolk **Date** 17.9.2019

Name and position within organisation JOYCE NORFOLK CHAIR.

Please return form to:

Clerk to the Council
Caldicot Town Council
Sandy Lane
Caldicot
NP26 4NA

IMPORTANT INFORMATION

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I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data **will not** be shared with any third parties.

Signed ..... Joyce M. Norfolk ..... Date 17.9.2019

Caldicot Community Lunches

Balance Sheet @ 31st December 2018

CURRENT ASSETS:

Current Account	9092.20
Cash	0.00
	9092.20

REPRESENTED BY

Accumulated Fund Balance as at 1st January 2018	10254.20
Gain/(decicit) for the year	-1162.00
	9092.20

0.00

I have examined the books and records of Caldicot Community Lunches for the year ending 31st December 2018 and, in my opinion, the above accounts accurately represent the transactions recorded.

S. L. Hedgecox

Sarah L. Hedgecox FCCA BA (Hons)

Caldicot Community Lunches

Income & Expenditure Report @ 31/12/2018

Income

Lunches	8530.00	
Sponsorship – Town Council Donations	2500.00	
From Church Hall	0.00	
Donations	0.00	
Building Society Interest	7.95	
		11037.95

Expenditure

Caterers	0.00	
Cleaner	474.00	
Butcher	1240.00	
Other Ingredients	3929.15	
Equipment etc	6556.80	
Donations	0.00	
Misc	0.00	
		12199.95
Gain /(deficit) for 2018		-1162.00

No account is made of Stock of Ingredients as these are all perishable goods that unless used by date are deemed to have no value.

Caldicot Community Lunches

Balance Sheet @ 31st July 2019

CURRENT ASSETS:

Current Account		10,585.49
		10,585.49

CURRENT LIABILITIES:

Hire of hall		464.72
		464.72
NET CURRENT ASSETS		**10,120.77**

REPRESENTED BY

Accumulated Fund Balance as at 1st January 2019	9,092.20
Gain/(decicit) for the year	1,028.57
	10,120.77

NB. £10,000 in bank acc ring fenced monies re the replacement of kitchen equipment.

I have examined the books and records of Caldicot Community Lunches for the period ending 31st July 2019 and, in my opinion, the above accounts accurately represent the transactions recorded.

S.L. Hedgecox

Sarah L. Hedgecox FCCA BA(Hons)

Caldicot Community Lunches

Income & Expenditure Report @ 31/07/2019

Income

Lunches	5209.00	
Sponsorship	0.00	
From Church Hall	0.00	
Donations	0.00	
Building Society Interest	20.64	
		5229.64

Expenditure

Caterers	0.00	
Cleaner	256.00	
Butcher	790.00	
Other Ingredients	2270.79	
Equipment etc	0.00	
Donations	359.28	
Misc	0.00	
Contribution for Use of Hall & Equipment	525.00	
		4201.07
Gain /(deficit) for 2019		1028.57

No account is made of Stock of Ingredients as these are all perishable goods that unless used by date are deemed to have no value.

CALDICOT TOWN COUNCIL

Minutes of Grants Committee held at 6.00pm on Tuesday, 10th September 2019 at Caldicot Town Council

Present: Cllrs: D Evans, W Conniff, A Easson, O Edwards, R Garrick, M Mitchell

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; B Hodges]

1. Apologies

Apologies were received from Cllr P Stevens.

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

There were no declarations of interest.

3. To consider the attached schedule of applications:

The Chairman advised that two additional applications had been received. The Committee agreed to accept the additional application forms from Mon CC Fireworks and Gwent Young Farmers Club.

The Clerk confirmed that, in accordance with the grants policy, breakdown of projected expenditure and bank accounts were required and no supporting information had been received from the applicants, other than CAB. The Clerk also advised that audited accounts for donations in excess of £2,000 had not been received.

i) Caldicot Community Lunches (2019/20 Precept £2,500) ***(Audited Accounts requested)***

Requested £3,000 contribution towards Caldicot Community Lunches.

Committee recognised that donations in excess of £2,000 required signed audited accounts, financial analysis and report to include summary of benefits achieved. It was confirmed that no supporting information had been received.

Grants Committee recommended that £3,000 be granted, subject to receipt of audited accounts *LGA 72 s 127*

ii) Monmouthshire County Citizens Advice (2019/20 Precept £12,000)

Requested support for Monmouthshire County Citizens Advice (no specified amount).

Committee recognised that £12,000 had been included in the precept for 2019/20.

Cllr A Easson, Town Council representative on CAB, advised the Committee of funding pressures and increasing demands on the valuable service.

Reference was made to contributions by other local councils.

It was proposed and duly seconded that £13,000 be donated to Monmouthshire County Citizens Advice.

Grants Committee recommended that £13,000 be granted, to support Monmouthshire County Citizens Advice ***LGA 72 s 142 2(A)***

iii) Mon CC Fireworks

Requested £4,000 contribution towards Caldicot Castle Fireworks Event.

Committee recognised that no supporting information had been provided, however, expressed support for the event, in principle.

The committee requested that the MCC officer attend Town Council 25.9.19 to provide further information regarding breakdown following 2018 event and projected breakdown for 2019 event; projected income and ticket prices, etc.

Grants Committee recommended:

- **Support of event, in principle.**
- **Further information to be received in relation to, expenditure, income and ticket prices.**
- **Application to be deferred to full Town Council 25.9.19**

iv) Gwent Young Farmers Club

Requested £150 contribution towards marketing and promotion of Gwent Young Farmers Club.

Grants Committee recommended that £150 be granted, subject to receipt of constitution and breakdown of expenditure.

4 **To note dates of future grants meetings:**

- Tuesday 11th February 2020

The meeting ended at 6.20pm

Agenda Item for Town Council meeting planned for

FTC 25.09.19

Input by Cllr James Harris
Issue

Lack of notice/consultation with public body.

Background

Re: Planning Application DM/2019/00595 Change of Use from a C3 dwelling house to C4house in multiple occupation – 62 Chepstow Road, Caldicot NP26 4HZ

Mon CC Officers met with residents on 20.08.19 with residents - no invitation was sent to Town Council or Ward members. A second meeting has since been arranged for 2.9.19. Again, no invitation or notification was sent to Town Council or Ward members.

Proposal/What is the desired outcome? What is required of the Council?

Proposal

Town Council has not supported this planning application and these meetings highlight further lack of consultation with a public body. Representations should be made to the Chief Executive Officers of Mon CC and MHA.

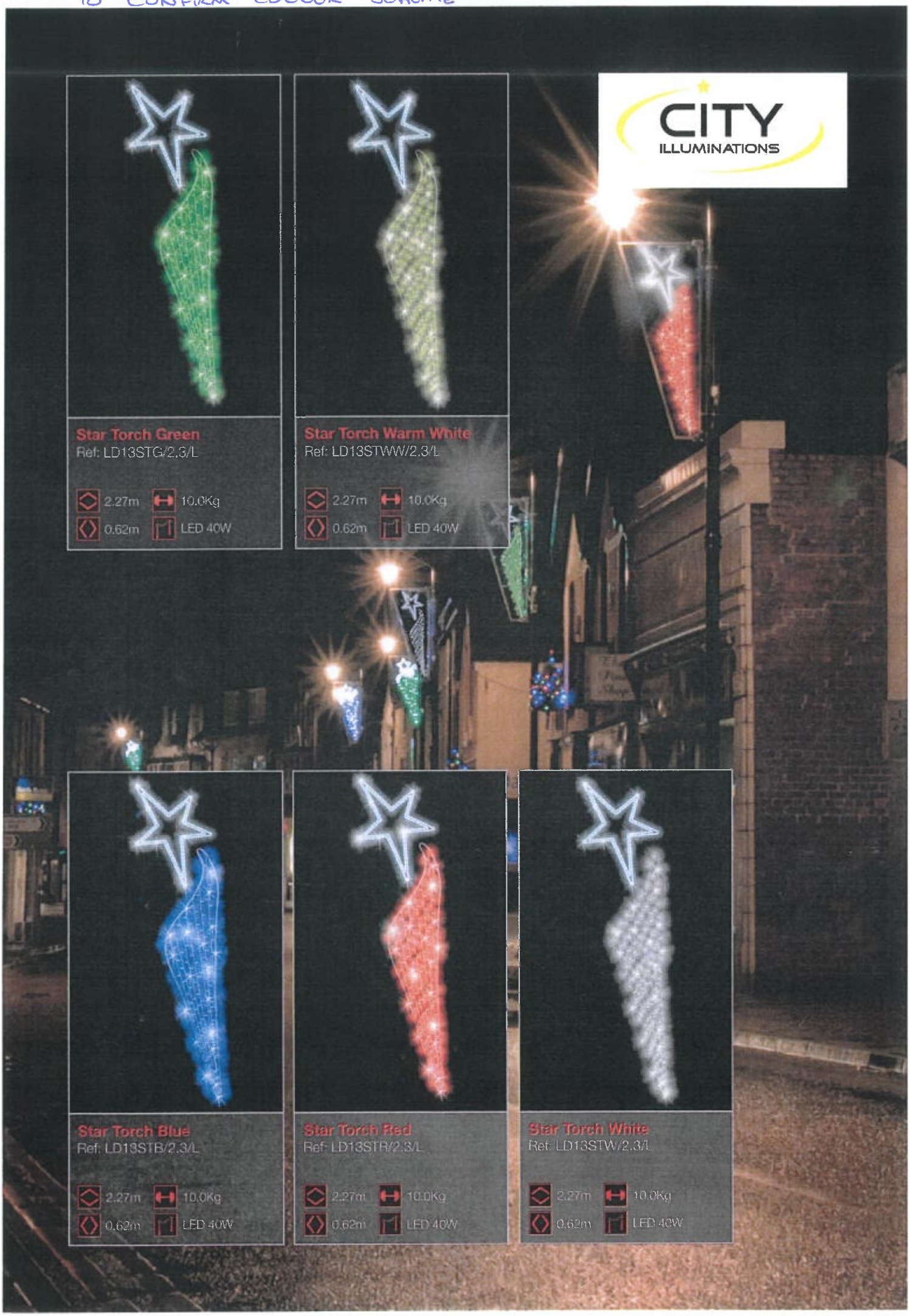
Desired Outcome

To be included in meetings as a public body to put forward views on Strategy Policy.

Benefits of proposal

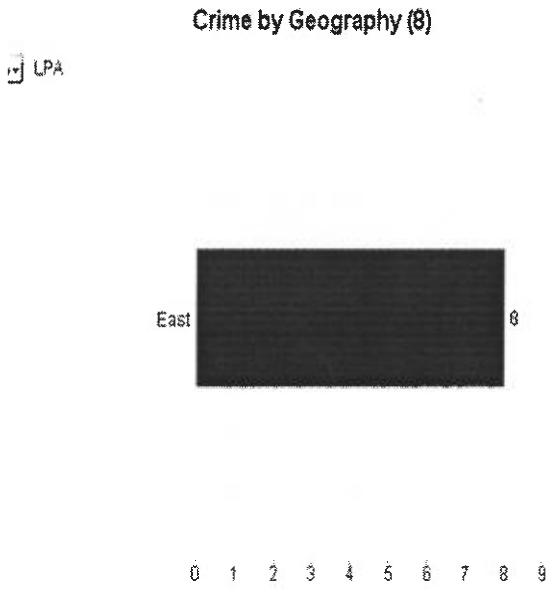
- Health and wellbeing of the citizens of Caldicot
- Community cohesion and social inclusion

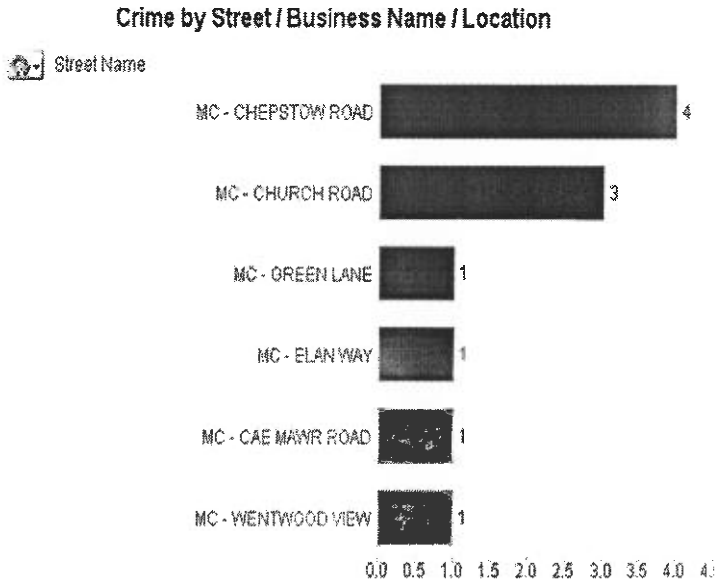
To confirm colour scheme

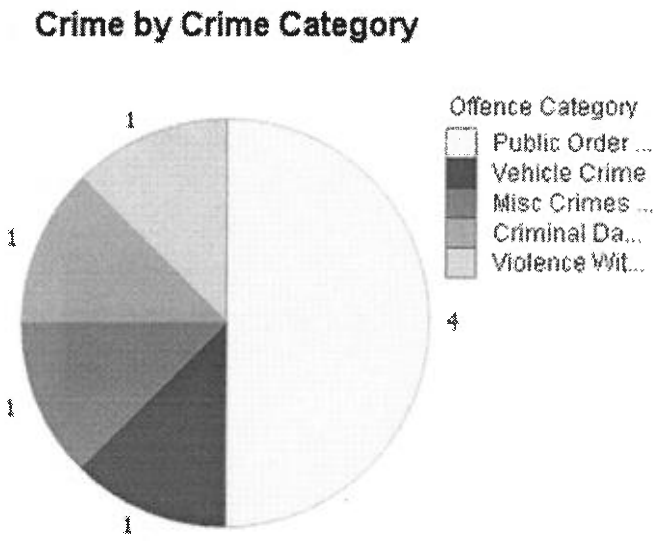


Police Report July 2019

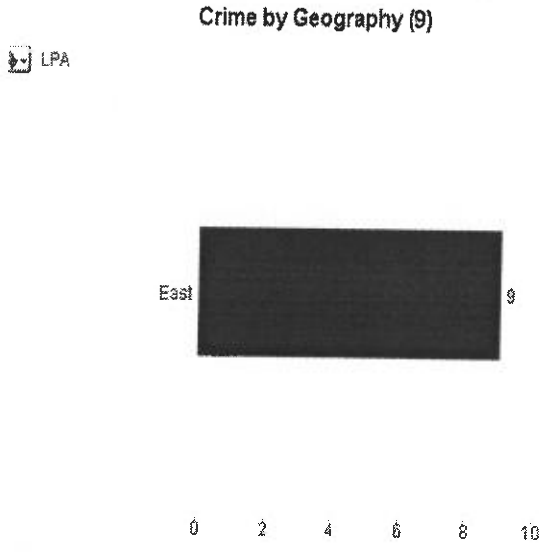
Caldicot Castle

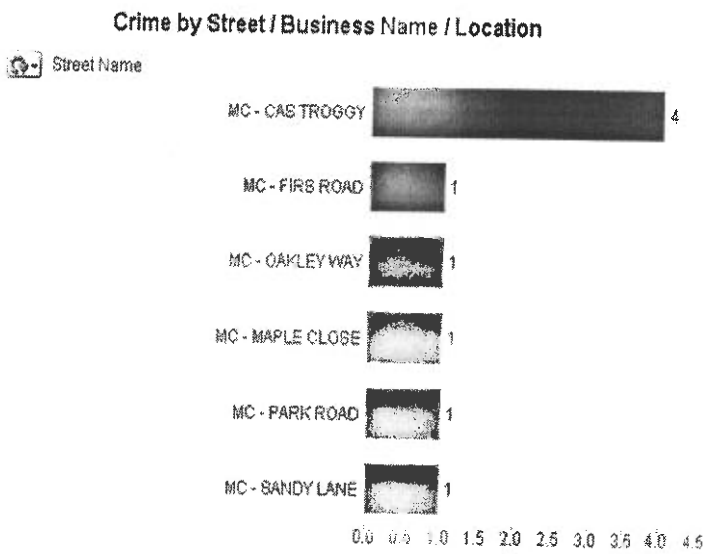


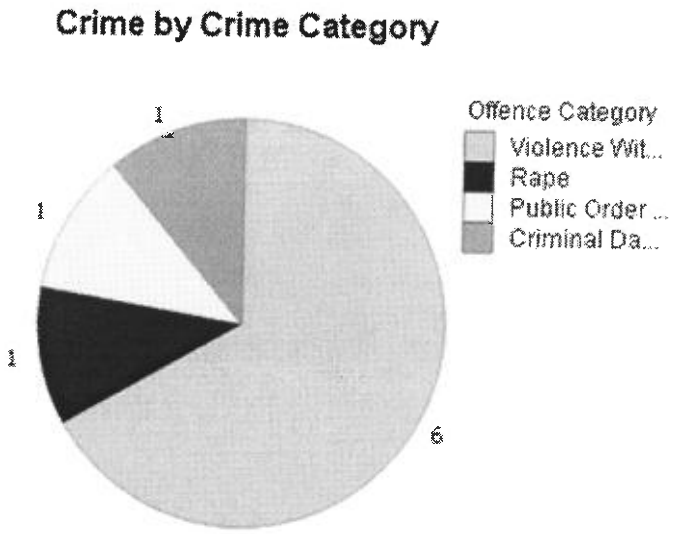




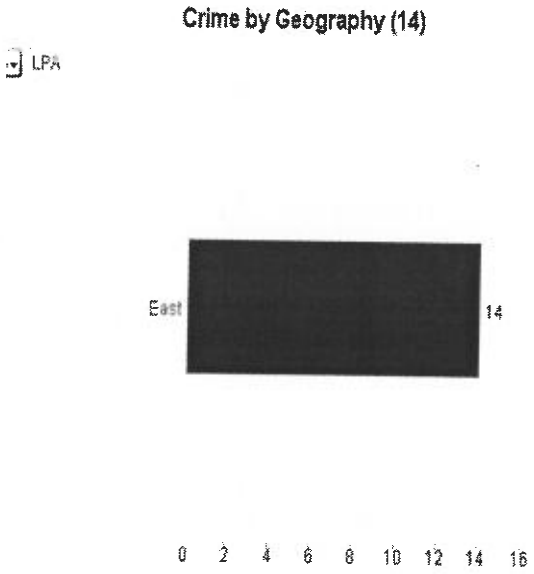
Dewstow

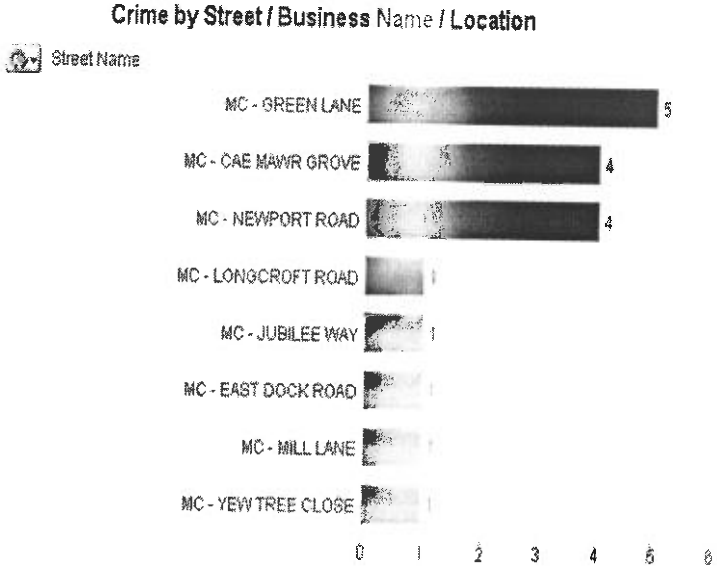

Crime by Geography (9)
LPA
East
9
0
2
4
6
8
10

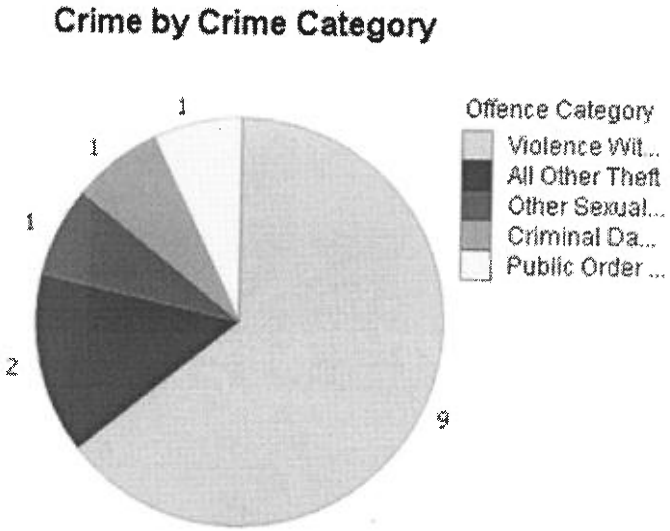

Crime by Street / Business Name / Location
Street Name
MC - CAS TROGGY
4
MC - FIR8 ROAD
1
MC - OAKLEY WAY
1
MC - MAPLE CLOSE
1
MC - PARK ROAD
1
MC - SANDY LANE
1
0.0
0.5
1.0
1.5
2.0
2.5
3.0
3.5
4.0
4.5


Crime by Crime Category
1
1
1
6
Offence Category
Violence Wit...
Rape
Public Order ...
Criminal Da...

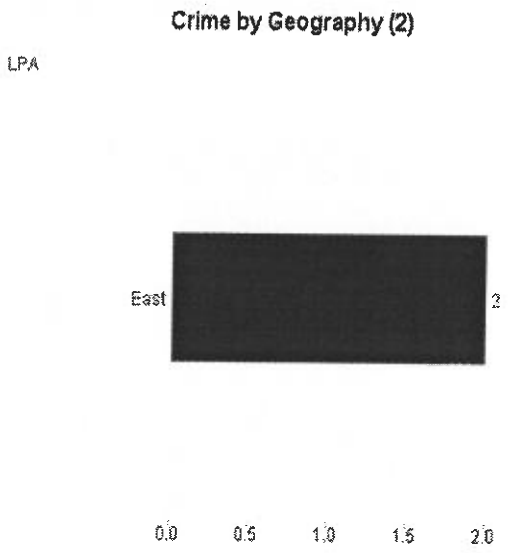
Green Lane

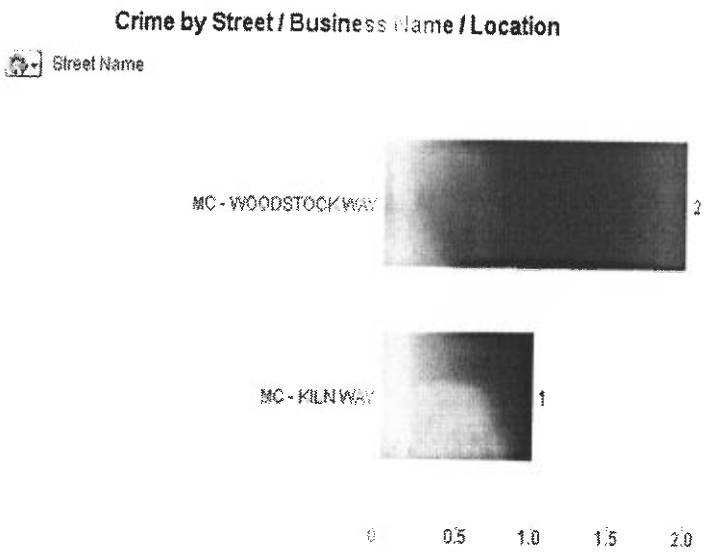

Crime by Geography (14)
LPA
East
14
0 2 4 6 8 10 12 14 16

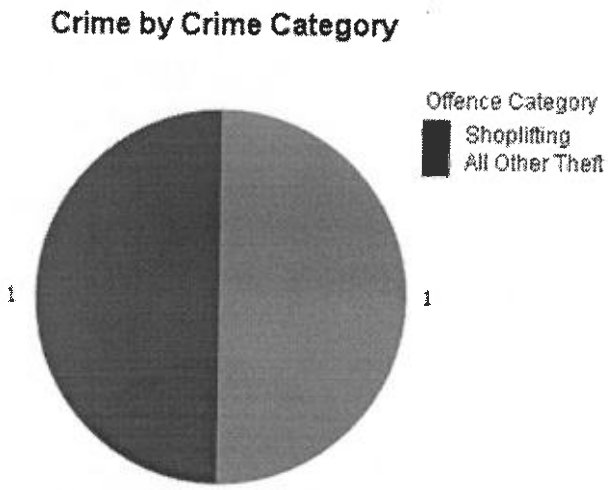

Crime by Street / Business Name / Location
Street Name
MC - GREEN LANE
MC - CAE MAWR GROVE
MC - NEWPORT ROAD
MC - LONGCROFT ROAD
MC - JUBILEE WAY
MC - EAST DOCK ROAD
MC - MILL LANE
MC - YEW TREE CLOSE
0 1 2 3 4 5 6


Crime by Crime Category
Offence Category
Violence Wit...
All Other Theft
Other Sexual...
Criminal Da...
Public Order ...
1
1
1
2
9

Severn

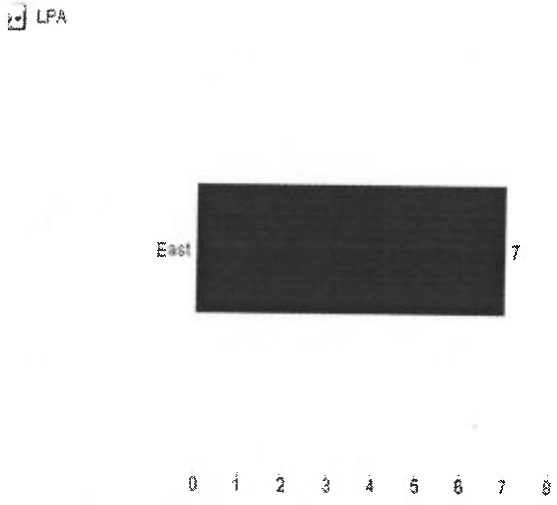

Crime by Geography (2)
LPA
East
2
0.0
0.5
1.0
1.5
2.0


Crime by Street / Business Name / Location
Street Name
MC - WOODSTOCK WAY
2
MC - KILN WAY
1
0
0.5
1.0
1.5
2.0

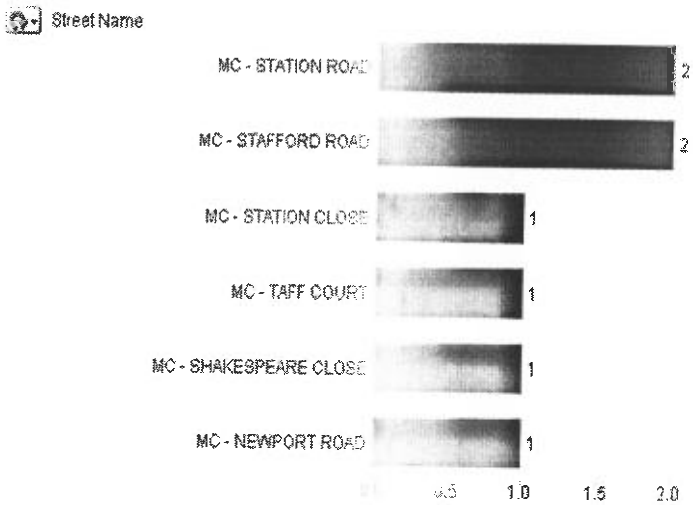

Crime by Crime Category
Offence Category
Shoplifting
All Other Theft
1
1

Westend

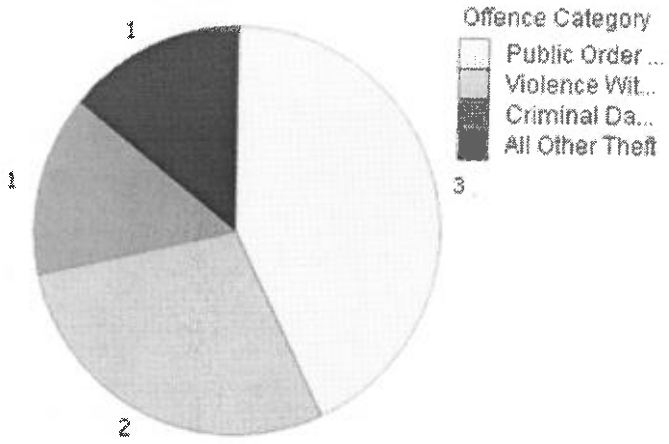
Crime by Geography (7)



Crime by Street / Business Name / Location



Crime by Crime Category



Report of Presentation for Best Kept Garden Competition/Citizen's Awards held at 7.00pm on Tuesday 10th September 2019 at Town Council building.

Present: D Evans (Chair), W Conniff, J Dobson-Pettican, A Easson, O Edwards, R Garrick, M Mitchell, F Rowberry,M Stevens, P Stevens

G McIntyre, S King, B Hodges

Mr & Mrs Shaw, Mr & Mrs Commins, Mr & Mrs Nicholson, Mrs Edwards, Mr G Hackett

Business Representatives: Ian Watts & Son Funeral Directors, The Cross Inn, The Haywain, Ladybird Pottery & Craft Coffee Shop, The Baguette Shop, Essence of Beauty

Apologies: Cllr J Harris, RJ Higginson

Community Business Awards – recognising community support – Certificates
Aroma Café, The Baguette Shop, Essence of Hair & Beauty, The Haywain, Ladybird Pottery & Craft Coffee Shop

Best Kept Front Garden Ward Winners - Certificate & £15 Cheque

Castle ward – 1-3 Heol Trothy
Dewstow ward – 68 Firs Road
Green Lane ward – 6 Woodstock Way
Severn ward – 2 Kingfisher Close
West End ward – 29 Betjeman Avenue

Overall Winner – Certificate & £25 Cheque
Dewstow ward – 7 Neddern Court

Best Kept Business Floral Display – Shield & Certificate
The Cross Inn

Mayor's Special Award – Certificate & £25 Cheque
Ian Watts & Sons Funeral Directors

Best Kept Allotment – Shield, £20 Cheque & Certificate
Plot 35 Sandy Lane

Citizen Award – Crest & Certificate
Mr R Cole

The Mayor commended the winners on their efforts and thanked the office staff for their efforts in arranging the evening.

The presentation concluded with light refreshments.

It was agreed that any nominees who had not attended would be invited to attend Town Council meeting 25th September 2019.

19th September 2019

CALDICOT TOWN COUNCIL
Report of Town Clerk

FULL TOWN COUNCIL 25TH SEPTEMBER 2019

1. CORRESPONDENCE – ONE VOICE WALES

1.1 Monmouth/Newport Area Committee and Larger Local Councils Committee meeting dates

Monmouth/Newport Area Committee:
- 3rd October 2019
- 16th January 2020
- 2nd April 2020
- 16th July 2020 (AGM)

Larger Councils:
- 16th October 2019

One Voice Wales Conference and AGM:
- 5th October 2019

1.2 Environment Wales Act 2016

'As you may be aware public authorities (including Community & Town Councils) are required under the Environment Wales Act 2016 Section 6 to prepare and publish a plan setting out what it proposes to do to comply with the duty to Maintain and Enhance Biodiversity ***within their current work areas****.*
Caryl Le – Roux, Welsh Government gave a presentation on this subject at the One Voice Wales Innovative Practice Conference on 10th July 2019 when she informed those present that a FAQs, Good Practice Guide and Reporting Guidance would be circulated to Community & Town Councils.
Welsh Government have informed One Voice Wales that the Guidance will be issued shortly but in the meantime, responding to a request from some Councils that wish to begin to prepare their plans, they have provided a copy of FAQs and a draft Reporting Template that will be included with the Reporting Guidance, as an Annex.
Welsh Government advise that the template should not be seen in any way as being prescriptive, as it is just an example of how the report might be compiled and what could be included in it. Every public authority (Community & Town Council) is free to decide how they should report on the duty and although the template will be useful by itself, the guide will provide more detailed information on the reporting framework and will give clarity on the various fields in the template.'

Template - Appendix 1

1.3 Older People's Commissioner for Wales Impact and Reach Report 2018-19

Today I have published my 2018-19 Impact and Reach report, which highlights the wide range of work and action delivered by my office to drive change for older people throughout Wales during the last year. You can read the report here - http://www.olderpeoplewales.com/en/publications/strategy.aspx
The report covers work delivered during the final few months of my predecessor Sarah Rochira's tenure as Commissioner, and my work as Commissioner from August 2018 onwards.
A key part of my work during 2018-19 was a programme of extensive engagement with older people throughout Wales to hear their views and ideas about what would make Wales the best place in the world to grow older and how the changes needed could be delivered.
This vital work helped to shape my priorities and the action I will take across three key priority areas – ending ageism and age discrimination, stopping the abuse of older people and enabling everyone to age well.
I have a unique role to play in taking forward these priorities and I will deliver a wide range of work against each of them. But my role is also to encourage others to take these issues on and work together to deliver change, something that will only be achieved by a concerted and consistent effort across society.
Looking to the year ahead, I will continue to set out where improvements are needed and highlight the issues within policy and practice that have a negative impact on older people's quality of life. But I will also shine a light on good practice, and encourage and promote innovative and effective approaches that make a positive difference to the lives of older people so they can be delivered more widely across Wales.
Alongside this, I will continue to take action to empower older people and ensure they have a strong voice that is listened to and acted upon, as well as highlighting the significant contribution they make to society, protecting and promoting their rights and challenging public bodies and services when these rights are not upheld.

It is a privilege to have the opportunity to improve the lives of older people throughout Wales as Older People's Commissioner, and I look forward to continuing to work with you to make Wales the best place in the world to grow older.

If you would like to keep up to date with the Commissioner's work, feel free to like, follow and share our page here: https://www.facebook.com/Comisiynydd-Pobl-H%C5%B7n-Cymru-Older-Peoples-Commissioner-for-Wales-463421591135062/?modal=admin_todo_tour

1.4 Planning Survey

'Cardiff University and Queen's University Belfast launch major survey of what people think about the planning systems in Wales, N Ireland & Rep of Ireland.
The project aims to collate and analyse the views of as many individual stakeholders in the planning system as possible, across a wide range of organisations. The final report will inform discussion about change in the governance, scope and delivery of planning to address current and future challenges.
If you are a planner, councillor, developer, citizen or have any other interest in planning, help us by completing the survey by clicking on the link here: https://bit.ly/31JW4IK until 30 September 2019.'

2. CORRESPONDENCE - MONMOUTHSHIRE COUNTY COUNCIL

2.1 Summer Reading Challenge

Presentation evening for the Summer Reading Challenge is taking place on Wednesday 9th October at 5.15pm onwards at Caldicot Community Hub. We would like Councillors to present prizes if possible please.

2.2 Caldicot Town Centre Regeneration Scheme – Progress Report

Appendix 2

2.3 Armed Forces Covenant *(b/f FTC 27.6.19)*

To seek approval to sign the Armed Forces Covenant - this not only reinforces and recognises our commitment to supporting those who serve or have served in the Armed Forces and their families but highlights to the Armed Forces Community that Monmouthshire is a united county in supporting them in return.

What is the Community Covenant?
To those who proudly protect our nation, who do so with honour, courage, and commitment, the Armed Forces Covenant is the nation's commitment to you. It is a pledge that together we acknowledge and understand that those who serve or who have served in the armed forces, and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives.
There is a bit more information (and a short video) available on the MCC website:
https://www.monmouthshire.gov.uk/armed-forces/monmouthshire-community-covenant/
Aims of the Armed Forces Covenant
Local authorities and the armed forces community are encouraged to work together to establish a covenant in their area in order to:

- *encourage local communities to support the armed forces community in their areas and to nurture public understanding and awareness among the public of issues affecting the armed forces community*
- *recognise and remember the sacrifices faced by the armed forces community*
  - § *encourage activities which help to integrate the armed forces community into local life*
  - § *encourage the armed forces community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement*

Lots more information can be found here: https://www.gov.uk/government/publications/armed-forces-community-covenant/armed-forces-community-covenant and here:
https://www.gov.uk/government/publications/armed-forces-covenant-2015-to-2020/armed-forces-covenant

Signing the Covenant
There are no hidden agendas, financial burdens or any legal implications to signing the Covenant and I'm sure all members will acknowledge that this is something they are already actively doing and this is just a formality.
In terms of actually signing the covenant, I will look to schedule a slot at the beginning of an MCC full council meeting and representatives from all parties will be in attendance. This should take place during October if all goes to plan and will generate well-deserved media attention and comms.
After Signing…
Once signed up to the Covenant, this opens up a further opportunity to register your Council for the Defence Employer Recognition Scheme (https://www.gov.uk/government/publications/defence-employer-recognition-scheme/defence-employer-recognition-scheme) Bronze award, which is a further recognition that you promote being armed forces-friendly and are open to employing reservists, armed forces veterans (including the wounded, injured and sick), cadet instructors and military spouses/partners. MCC is currently Silver award holders and I'd very much like to support you in achieving this also.

2.4 Give Dog Fouling the Red Card

Next meeting – County Hall, Usk, Room P4, 2pm, Thursday 10th October 2019

2.5 Traffic Issues update *(response to P&R 13.8.19)*

- Traffic calming measures around Mill Lane – *Traffic will arrange for speed surveys to be undertaken in September (when schools return) in order to be able to quantify actual vehicle speeds and determine whether any works are necessary.*
- Woodstock Way resurfacing commencement date first day of school term – *Concerns to be forwarded to Highway Design/Operations to consider and respond.*
- Consideration of safe routes to school, pavement around school field (opposite Asda car park) – *Whilst I appreciate this request, I would comment that this would not be considered appropriate as there is already suitable footway provision provided on the opposite side of the road (car park/town side) for pedestrians to use safely. In addition to this there are existing crossing facilities provided at the junction of Woodstock Way/Chepstow Road and a pedestrian crossing outside of Waitrose along with a bus stop. Therefore, whilst I accept that a footway within this area would provide a continuous link from Chepstow Road to Waitrose, pedestrians would not be able to access anything on this side of the road so it is highly unlikely to receive any funding should we make a bid to Welsh Government in the future.*
- Town Council involvement in setting highways priorities for Caldicot – *Again, whilst I appreciate the sentiments to this request this would not be considered appropriate as this is something that highway officers need to be responsible for as trained/qualified engineers.*
- Concerns re. traffic at West End outside Co-op shop – *the beepers have been disabled due to safety, as the crossings are close to each other. One thing to consider if the locations are being changed is that pedestrian facilities at signalised junctions have no beepers. I have no objection to one of the crossings being removed. We could look into installing beepers and synchronising the crossings (both on red), you would need to consider traffic impact and also consider the visually impaired impact as the crossings are near junctions and the beepers could still indicate it is safe to cross the junction.*

2.6 Consultation on school places *(response to FTC 31.7.19)*

'When I last visited Caldicot town councillors, I explained that in the autumn I would be initiating a consultation on school places specifically in the Caldicot area. As I explained, we have a significant sum of money secured from Section 106 contributions to invest in creating additional capacity.
I would anticipate initiating the consultation within the next two months. Once the various options are in the public domain, I think this would be an appropriate time to meet with town councillors and hear their views about where this money should be spent.
I hope members would agree that this would be a constructive way forward.'

2.7 Proposed Closure of Mounton House Special School

*'I write following the Council's Cabinet decision on the 6th March 2019 to commence statutory consultation on the proposed closure of Mounton House Special School. You will be aware that the consultation period on these proposals concluded on **29th April 2019.** I would like to inform you that a consultation report has now been published on the Council's website and can be accessed via www.monmouthshire.gov.uk/schoolreorganisation.*

The consultation report represents the Council's responsibility in accordance with the School Organisation Code to publish a consultation report that:

- *Provides a summary of the comments / concerns raised by consultees.*
- *Responds to these by means of clarification, amendment to the proposal or rejection of the concerns with supporting reasons.*
- *Sets out Estyn's response to the consultation in full and responds to Estyn's response by means of clarification, amendment to the proposal or rejection of the concerns, with supporting reasons.*

In terms of next steps, Monmouthshire's Cabinet will meet on the 18th September 2019 to consider the consultation report; the recommendations made to them, and decide whether they wish to proceed with the next stages of the statutory processes that are relevant to this proposal.
***Please note:** Monmouthshire's Cabinet will consider at their meeting on 18th September 2019 whether or not they wish to proceed with the next stage of the statutory process, and will not be determining at this meeting whether they wish to implement proposals. If a decision is taken to proceed with the statutory processes, you will receive further information on how you can contribute to this statutory process before any final decision is taken.'*

3. CORRESPONDENCE - OTHER

3.1 Dewstow Cemetery memorial bench – request from resident

Permission requested for memorial bench to be installed at Dewstow Cemetery

3.2 GAVO AGM 2019

'Please find attached an invitation to our Annual General Meeting 2019 which will take place on Thursday 7th November at Llancaiach Fawr, Caerphilly from 9.30am to 1.00pm (agenda attached). If you would like to attend, please follow the instructions in the invitation letter to book your place by 9th October. We very much hope you will be able to join us. We look forward to receiving your nominations and applications by 9th October.'

Nomination papers available Town Council office

3.3 Sustaining the Gwent Levels workshops

'The Welsh Government's 'Sustaining the Gwent Levels' project is holding a series of workshops in the first week of October on the theme of Public Goods provided by the Gwent Levels.
These workshops are an opportunity for representatives of the local community to directly offer their thoughts, views and values on what they feel are the most important public goods offered by the Gwent Levels landscape and the way in which they are managed. The Levels are unique in Wales and offer significant potential to deliver economic, social and environmental benefits. The workshops will aim to build compelling case studies that will directly inform policy makers and as such should prove to be an insightful and engaging event.
Participants can choose to attend a workshop on one of the following dates and locations. Places at each workshop are limited to 20 and will be allocated on a first come first served basis.
Tuesday 1st October – Newport Wetlands (Education room)
Thursday 3rd October – Nash College Hall
Tuesday 8th October – Newport Wetlands (Education room)
The day starts at 10.30 and finishes at 3.30pm. This will include 40 minutes for lunch, which will be provided, along with teas, coffees etc.'

3.4 Living Levels

A key objective of the Living Levels Landscape Partnership is to support thriving communities across the Gwent Levels. One of the ways in which we are doing this is under a project called *Living Levels Hubs* which aims to specifically support Community and Town Councils and local groups to facilitate community life and events which help local people and visitors engage with the rich and fascinating heritage of the many villages and communities across the Gwent Levels.

We are therefore offering to purchase **up to £2500 (excl. VAT)** worth of equipment/goods for each Community/Town Council within our project area - of which Caldicot is one, along with offering to supply each community hub with an interpretative panel that celebrates local heritage and provides information to visitors about the surrounding area.

Please find attached a document detailing all of the necessary information regarding the offer. Included within this document is a form for you to fill out should you wish to take up our offer. Please return this form by email by no later than **Friday 25th October 2019**.

Appendix 3

Events

I just wanted to draw your attention to some history events coming your way courtesy of the Living Levels Landscape Partnership, which your groups, volunteers or members might be interested in – all details can be found here: https://www.livinglevels.org.uk/whats-on

Firstly, our '**Levels History Day - Rugged Romans & Muddy Monks'**
Saturday, 28th September 11:00am - 3:00pm
Pillgwenlly Past and Present Walk Wednesday, 25th September 10.00am – 12.00pm
£2 Booking essential
Recapturing the historic landscape Thursday, 10th October 11.00am - 12.30pm
Glamorgan Archives, Cardiff **FREE**
'Life on the Levels' oral history project, alongside photographs, exhibits and performance too! All FREE and taking place at **Nash Village Hall** on Saturday, **12th October**, **Magor Church Hall** on Saturday **26th October** and **Rumney Chapel** on **Saturday 2nd November** all **11.00am - 4.00pm.**

3.5 Litter Hub Scheme

I wonder if you at the Community Council office would consider being part of the new Litter Hub scheme that Keep Wales Tidy is setting up as part of our new wider project Caru Cymru.
We are looking for locations that would be willing to host a set of litter picking equipment (up to 20 pickers and hoops) that local groups and members of the public can access for loan. A system has been set up to handle the admin for this modelled on projects that are working well in other parts of the UK.
The page on our web site covering Hubs has just opened https://www.keepwalestidy.cymru/litter-picking-hubs

3.6 RJS Road Safety Conference 2019

The RJS Road Safety Conference was a great success last year and this year it will be held on 11th October 2019 in the new conference centre at the Celtic Manor.

4. SUBSCRIPTIONS and PUBLICATIONS

To note Subscriptions, Correspondence, Publications, Minutes - available Town Council Office:

- **SLCC, The Clerk – September 2019**
- **Clerks & Councils Direct – September 2019**
- **Allotment & Leisure Gardener – Issue 3 2019**
- **One Voice Wales – Agenda Monmouth/Newport Area Committee 3rd October 2019**
- **One Voice Wales – Minutes Monmouth/Newport Area Committee 18th July 2019**
- **One Voice Wales – Agenda Conference and AGM Saturday 5th October 2019**
- **One Voice Wales – Environment Wales Act 2016 presentation**
- **One Voice Wales – Public Service Ombudsman presentation**
- **Minutes 'Give Dog Fouling the Red Card' – 4th July 2019**

Appendix 1

Name of Public Authority

Short description of PA & its functions and context in relation to biodiversity (e.g. management of land, influence over land management, or indirect influence through procurement, funding projects, etc)		
Action carried out to:		Monitored by:
-embed biodiversity into decision making & procurement		
-raise awareness of biodiversity & its importance		
-safeguard principal species and habitats		
-restore & create habitats and resilient ecological networks		
-tackle negative factors: for e.g. reduce pollution, use nature based solutions, address invasive species		
-use, improve and share evidence		
-support capacity, and/or other organisations		
Key outcomes: use narrative and metrics where possible		
Review points, for e.g. enablers and barriers to action, improvements to forward plan		
How and when will the s6 duty be monitored and the s6 plan reviewed?		

Appendix 2

Caldicot Town Centre Regeneration Scheme – Progress Report

Purpose

To provide a progress report for the Caldicot Town Council for the position as of 17th September 2019.

The Cross Destination Space

- Full application submitted to Welsh Government TRI Panel on 20/8/19, requesting confirmation of funding and 'permission to start'
- Advised formal response should be us with in approx. 2-3 weeks. Still awaited. This has resulted in a delay of intention to start by mid-September.
- Tender evaluation is complete and a 'pre contract' meeting was held, 'at risk', with the preferred supplier on 10/9/19. Provisional start date was agreed as 30/9/19 but remains subject to approval of project funding by Welsh Government.
- Provisional end date of 4/5/19
- Site compound will be located on the disused , fenced, site adjacent to Woodstock Way car park. Possible use of PTU building as a site office is being investigated.
- Contractors aware, and contractually required, to deliver street furniture to King George V fields (and lamp columns/bus stop to MCC)
- Meeting with the chair Of CTC arranged for 20/9/19 to discuss town requirements for xmas tree and armistice day. Proposals will follow.
- The preferred supplier is reviewing their construction phase plan and are happy to make that available to the Town Council once confirmed.

The Enterprise Hub

- Tenders for the works were issued later than planned and were returned on 6/9/19. Evaluation is ongoing.
- Full Application and 'permission to start' will now need to be submitted to TRI panel in mid October 2019.
- Cardiff University Business School have completed their marketing review and MCC are reviewing the outcomes.
- Anticipated commencement now end of October.

Thematic Project Funding – UCPEF

- Limited response to first phase promotion. Three properties contacted the council of which one was ineligible. Discussions ongoing
- Letters reissued w/c 19/8/19. Three additional approaches. Discussions ongoing.
- Separate, targeted, correspondence and discussions with block ownerships.
- Meeting held with main property agency – ETP – to encourage promotion
- Budget has been re-profiled as follows to allow a small amount of Urban Centre Living Grant funding (UCLG). The UCLG is available to properties that wish to invest in improvements that create or improve urban living opportunities ie above shops

Yr	UCLG	UCPEF	note
2019/20	25,000	50,000	(from 200,000 UCPEF)
2020/21	75,000	770,000	(from 720,000 UCPEF)

Nos 7-43 Retail Block & Urban Courtyard Proposal

- No positive response to opportunities from freehold owner to date – Debenham Properties Trust
- MCC to re-approach in September

Pipeline Projects

Church Road – MCC to review options prior to consultation.

'Rooted in Place' – Community Consultation on options to be held in the Community Hub on Friday 20th September between 12 and 4 pm

Youth and Well-Being Project – Early Discussions with Youth Service regarding opportunities. Possible use of PTU building

Communication, Press & Publicity - Website updated 21/8/19. Design manual available for download

Appendix 3

Living Levels Community Hubs scheme

The Living Levels Partnership is a Landscape Partnership Scheme being delivered by RSPB Cymru (lead agency), Gwent Wildlife Trust, Monmouthshire County Council, Natural Resources Wales, Newport City Council, Cardiff Council, National Trust, Buglife Cymru, Gwent Archives, Bumblebee Conservation Trust, Sustrans and Cardiff Story Museum. The Partnership has come together and developed a range of Projects that will work towards conserving and enhancing the natural heritage of the Gwent Levels and re-connecting people with this amazing landscape on their doorstep. The Partnership has successfully been awarded a £2.5 million grant from the National Lottery Heritage Fund for a three year scheme from 2018-2021.

The work of Living Levels covers three main areas: conserving and restoring the natural heritage of the landscape, improving the visitor experience, and engaging people with heritage. These are covered by 24 discrete, inter-related projects which all work together to enhance and celebrate the heritage of this fascinating landscape.

A key objective of the Living Levels Landscape Partnership is to facilitate and support thriving communities across the Gwent Levels. This aim is being pursued under many projects, including the fly-tipping project, recording oral histories, running events and training and also providing natural heritage restoration support to local landowners and farmers. One of the 24 projects under the Living Levels programme, called 'Living Levels Hubs' aims to specifically support Community Councils and local groups to facilitate community life and events which help local people and visitors engage with the rich and fascinating local heritage of the many villages and communities across the Gwent Levels.

We are therefore offering to purchase up to £2500 (excl. VAT) worth of equipment and/or goods for each Community or Town Council within our project area. In addition, we are offering to supply each hub with an interpretative panel that celebrates local heritage and provides information to visitors about the surrounding area. These two offers are set out below.

Part one - offer to purchase up to £2500 of equipment or goods

The Living Levels team is offering each Gwent Levels Community hub access to £2500 of equipment or goods to support and facilitate community life and access to local heritage.

We are unable to offer the funding as a grant therefore the Living Levels team is offering to purchase and supply the Community or Town Council with the equipment directly. Please note that the equipment would need to be stored and maintained by the Community or Town Councils directly so adequate storage facilities must be in place before requesting any equipment or goods. It would also need to bear a sticker which will be provided acknowledging that funding was provided by National Lottery Heritage Fund and other funders where applicable. The Community or Town Councils will also need to accept responsibility for maintaining the equipment once it is handed over.

Examples of the kind of things that could be funded with this money include the following:

- Upgrading or replacing community notice boards, furniture e.g. benches, or existing local history displays
- Display boards or foldaway tables/chairs to facilitate displays and community events
- Projectors and screens to facilitate talks or film screenings
- Installation of wifi (initial installation costs only – we are unable to fund on-going costs)
- Audio-visual equipment such as microphones or PA systems to facilitate community events
- Gardening equipment, seeds or plants for the creation of wildflower areas or community gardens
- Litter-picking equipment to encourage clean-ups around the villages with community groups
- Artwork and/or posters for the walls (we have copies of the colourful 1830s Commissioners of Sewers Maps of every Parish which could be printed and framed. We also have a selection of photographs and illustrations of Gwent Levels wildlife and landscapes by Coleg Gwent students that could be printed and framed – please discuss with the team if these are of interest)
- Kitchen equipment to support community events – for example, we could supply Living Levels mugs and kitchenware with the name of the village printed on it

Please note that the above list are just examples and this is by no means an exhaustive list. We would consider any proposals for equipment or goods that facilitate community life and brings people together to enjoy their local heritage. We are looking for suggestions for items which have the approval of local groups and residents so please consult before submitting your proposal. Please note that we cannot fund building works or consumables - e.g. food and drink. If your proposal meets our requirement it will then be taken to a panel from the Living Levels team for approval. We reserve the right to refuse proposals which do not meet this criteria.

A maximum contribution of £2500 is available to each community hub so please set out the costs for your proposed goods below – it can be a combination of different items.

If you would like to take advantage of this opportunity, please set out below what you would like to purchase explaining how it would facilitate community life (expand the box below as needed).

Part two - Interpretative panels at Community Hubs

We are also offering to supply each Community/Town Council who would like one with an interpretation panel that will provide information about the surrounding area and local heritage. An example is included below to give an idea of the type of thing we have in mind.

These could either be placed indoors inside village halls or other suitable community venues or installed as outdoor interpretation boards outside village halls or at other community venues but not churches (there is a separate project working with churches on the Levels). If the Community/Town Council would like something of this type, the Living Levels team can organise for the design, fabrication and installation of the panel and would liaise with the Council on content and information to be included. Each panel would need to follow the same template so that there is consistency in branding and with the information structure across the Levels but each one would also be personalised. Please tick the relevant box to indicate whether you are interested in having an interpretative panel installed. Please note, the Community/Town Council would need to accept responsibility for maintaining the panel for a ten-year period, this is a condition of Lottery funding. The panels will also need to be bilingual (Welsh/English), bear the Living Levels logo and acknowledge National Lottery Heritage Funding and other funders.

Please note that you do not have to have a panel to be eligible for the £2500 equipment funding – these are two separate offers.

We are interested in having an interpretative panel for X [name of village] ☐

We are not interested in having an interpretative panel for X [name of village] ☐

Please return this form by email or post to Jemma.Rees@rspb.org.uk by **Friday 25th October 2019**. The office address is Living Levels Partnership c/o Natural Resources Wales, Pye Corner, Broadstreet Common, Nash, Newport, NP18 2BE. We will get back to you with a decision or requesting clarification **within four weeks** of receiving your reply.

If you would like to discuss any ideas before returning this form, please contact Chris Harris, Access and Interpretation Officer from the Living Levels team by phone or email:

Christopher.Harris@rspb.org.uk

01633 292980

Thank you for taking the time to read our offer – we look forward to hearing from you!

The Living Levels team

Notes of KGVPF Compound Working Party Meeting held at 9.30am on Monday 12th August 2019 at Caldicot Town Council Office, Sandy Lane, Caldicot

Present: Cllrs F Rowberry (Chairman), D Evans
[In attendance: S King, Deputy Clerk,
J McGrath and L Wilson]

1 Apologies
Cllr M Mitchell

2 Declarations of Interest
There were no declarations of interest.

3 To discuss MUGA project
The Chairman welcomed play company representatives, who had been invited to attend and provide information regarding options available for Multi Use Games Areas (MUGA).

The following points were highlighted as considerations for the project:

- Specification options – 2 exits, no floodlighting, 3mtr height with lockable gates, mix and match material, option for panel games
- Minimise sound disruption/nuisance behaviour by restricting times of use, using rubber noise dampeners and buffer zone
- Surface requirements – tarmac most popular and can be painted. Alternative surfaces have longer term maintenance
- Solid backboards required with specific wording and bi-lingual signage required
- Mural/art wall – if incorporated should be outside fence perimeter, due to health and safety. Panelling would increase noise.
- Order to completion, approximately 10 weeks

Discussed consultation and need to demonstrate evidence basis for MUGA, prior to going out to tender:

- Location of nearest similar facility
- Benefits of MUGA – keeping young people healthy, alternative to grass area, maximising availability of different sports, all inclusive
- Extending purpose of charity objectives on playing fields
- Illustrate evidence within a chart – due diligence to show support (minimum 50)
- Consultation with schools, youth service, social media, local events – maximise consultation to demonstrate community input and support

Examples of projects would be forwarded to Town Council office.

The Compound Working Group recommended to Town Council that further information was obtained regarding similar MUGA projects and that full consultation was undertaken before proceeding.

4 Other – at Discretion of Chairperson
There were no other matters discussed.

The meeting ended at 10.45am