

## CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

### Minutes of Caldicot Town Council held at 6.30pm on Wednesday 28<sup>th</sup> April 2010 at Caldicot Town Council

**Present:** Cllrs: D Evans, Mayor  
P Watts, Deputy Mayor [6.20pm]  
C Ashwin  
D Ashwin  
J Bond  
A Easson [6.05pm]  
K Harris  
E Harvey  
J Haskey [left 8.10 pm]  
R J Higginson  
V Lloyd [6.05pm left 8.20pm]  
R Stewart [6.25pm]  
M Stevens  
S Webb [6.15pm]

[In attendance: G McIntyre, Clerk, A Sandiford, Members of Public and Press]

#### 8387 Apologies - None

#### 8388 Declarations of Interest – to be identified under the relevant item

**Cllr R J Higginson declared an interest in Min 8393 (2) and (3)**

**Cllr D Evans declared an interest in Min 8393 (2)**

Further declarations of interest to be identified under the relevant item.

#### 8389 Suspended Proceedings

##### i) **Representatives Mon CC – Public Conveniences, Church Road, Adoption Process**

See Appendix A

##### ii) **Caldicot Police – No Update**

#### 8390 Open Forum for Public Participation

The following issues were discussed in the public open forum:

- Official entrance to Castle Park Primary School
- Catering contract at Caldicot Castle – **Cllrs AE/RJH/RS declared an interest in this matter**

#### 8391 To Approve the Minutes of Full Town Council Meeting 31<sup>st</sup> March 2010 [Circ]

The Minutes were approved as a true record

##### a) **Mayor to Sign the Minutes**

The Mayor signed the Minutes

#### 8392 To Approve the Minutes of Planning and Resources Committee 13<sup>th</sup> April 2010 [Circ]

The Minutes were approved as a true record subject to correction of the date to read “13<sup>th</sup> April 2010”

##### a) **Mayor to Sign the Minutes**

The Mayor signed the Minutes

#### 8393 Correspondence [Circulated unless marked\*]

##### \* (1) **Caldicot & District Local History Soc Appreciation for £500 donation**

Town Council noted the appreciation for donation from Caldicot & District Local History Society.

**8393\* (1a) Gwent Levels Flood Defence Alliance      Appreciation for £100 donation**

Town Council noted the appreciation for donation from Gwent Levels Flood Defence Alliance

**\* (1b) Kidney Wales Foundation      Appreciation for £100 donation**

Town Council noted the appreciation for donation from Kidney Wales Foundation

**\* (1c) British Heart Foundation      Appreciation for £50 donation**

Town Council noted the appreciation for donation from British Heart Foundation

**(2) Mon CC      Summer Play Provision**

Town Council considered correspondence via Mon CC outlining a 4-week open access play scheme on trial in Monmouthshire during summer 2009, funded by Monmouthshire Housing Association [MHA] and working alongside Mon CC Play Development Team.

It was noted that for £1,200 MHA can provide two 2 hour sessions a week for 4 weeks of the summer holiday

A discussion ensued and the Mayor advised Town Council, for information, that Caldicot Carnival would not be going ahead this year due to new regulations and proposed Policing charges and therefore Caldicot Community Carnival Committee no longer required the £2,000 donation from Town Council.

**It was resolved to request Monmouthshire Housing Association address Town Council in this matter.**

**Cllrs D Evans and R J Higginson declared an interest in this matter**

**(3) Mon CC      Caldicot Castle**

Town Council considered the response from Mon CC advising that following the collapse of the Jameson operation an Internal Audit Report to be considered by Audit and Accounts Select Committee is awaited and in the meantime the tearoom operation is running on a temporary basis.

It was stated that the tea rooms at the Castle were currently being closed unnecessarily. A discussion ensued and Members expressed a vote of no confidence in Mon CC Lifelong Learning & Leisure Department over the whole way the castle situation had been handled.

A Member requested Town Council consider “the feasibility of this town taking over the castle”

**It was resolved:**

- i) to write to Mon CC to express a vote of no confidence in the Life Long Learning and Leisure Department.**
- ii) to request the Chief Executive and Manageress address Town Council on the running of the Castle and future plans for the Castle.**

**Cllrs A Easson, D Evans, R J Higginson and R Stewart declared an interest in this matter**

**8393 (4) CCTV Engagement Worker****CCTV Statistics March 2010**

**It was resolved to accept CCTV statistics for March 2010 and to request future ongoing monthly statistics from Mon CC**

It was stated that more detailed information could be obtained during Police updates to Town Council if required.

**Cllr R J Higginson declared an interest in this matter**

**(5) Magor with Undy CC****Re: Copy letter traffic arrangements Ryder Cup 2010**

Town Council considered copy correspondence from Mon CC to Magor with Undy CC updating on progress with the planning of the closely approaching Ryder Cup 2010, in particular the traffic arrangements and how they are likely to affect Monmouthshire.

A discussion ensued and Members were disappointed that Town Council had not been consulted in this matter.

**It was resolved:**

- i) to acknowledge correspondence from Magor with Undy CC**
- ii) to register Town Council's disappointment with Mon CC that it had not been consulted in this matter and request future updates when available.**

**8394 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office**

<b>[A] NALC</b>	<b>Direct Info Service Issues 731, 732</b>
<b>[B] Plus Publishing Service</b>	<b>Local Council's Update Issue 126</b>
<b>[C] Mon CC Môr Hafren Special Cttee</b>	<b>Agenda/Minutes 8.4.10</b>
<b>[D] One Voice Wales</b>	<b>Mon/Npt Area Cttee Agenda/Minutes 15.4.10</b>
	<b>Larger Local Cls Cttee Agenda/Minutes 21.4.10</b>
<b>[E] Fields In Trust</b>	<b>AGM 16.6.10 Trustees Report/Accounts 31.12.09</b>

Town Council noted the above publications, available in Town Council office.

**8395 Planning**

**A) Planning Applications – None at Date of Despatch of Agenda**

**B) Mon CC Planning Information****i) Planning Permissions**

**DC/2009/00818:** Residential development including proposed means of access (plots 1-8) (Reserved Matters) Land at Church road Caldicot **TC Ref 8.8.09\***

- Increase in population would have an adverse effect on local schools and Doctors' Surgery**
- Sewerage issues**
- Gas mains issues**
- Current infrastructure issues**
- Dangerous blind corner at Church Road [Church Yard Corner]**
- An alternative solution required to the road traffic issues at Church Road**
- Consideration should be given to a 'Northern By-Pass' to alleviate traffic issues at Church Road**

**DC/2009/00983:** Two storey dwelling with garage (following outline approval) – 33a The Avenue, Caldicot **TC App 9.3.10**

**DC/2009/01132:** Development of 34 apartments for older persons with communal space and external amenity area, access and car parking, cycle storage and landscaping - 125 Newport Road, Caldicot, NP26 4AA **TC App\* 12.1.10**  
**\*provided visibility to traffic approaching traffic lights [up the hill] is optimised**

**DC/2009/01222:** Renovation works including first floor extension, internal alterations and roof covering renewal – The Coach House, 43 Church Road, Caldicot **TC App 9.2.10**

**DC/2010/00045:** Construction of access drive for disabled parking within curtilage – 2 Longcroft Road, Caldicot **TC Ref 9.2.10\***  
**\*could have an affect on any future development of a bus shelter**

**DC/2010/00112:** Demolition of existing garage and previous single storey rear extension. Construction of single storey side and rear extension to provide garage and extended kitchen/dining room - 48 Goldfinch Close, Caldicot **TC App 24.2.10**

**ii) Planning Committee – Agenda 13.4.10, 27.4.10 [For Information]**

Town Council noted Planning Information (i) and (ii) above from Mon CC.

**C) Response from One Voice Wales on Review of Planning Application Process [Circ]**

**Town Council supported One Voice Wales’ response on the Review of Planning Application Process**

**D) One Voice Wales – Planning Aid Conference Cardiff 29/30<sup>th</sup> April 2010 [Circ]**

**Town Council resolved not to attend the above conference**

**8396 Finance**

**A) To Approve Updated Cheque List Schedule March/April 2010 [Circ]**

**Town Council resolved to approve the updated Cheque List Schedule as circulated**

**B) To Approve Financial Comparison 1.1.10 – 31.3.10, 1.4.09 – 31.03.10 [Circ]**

**Town Council resolved to approve the updated Financial Comparisons as circulated**

**C) To Approve Year End Accounts 31.3.10 [subject to audit] [Circ]**

**Town Council resolved to approve the Year End Accounts as circulated**

**D) To Approve Annual Return Yr End 31.3.10 Sections 1 & 2 [subject to audit] [Circ]**

**Town Council resolved to approve the Annual Return Yr End 31.3.10**

Town Council commended the Clerk in her efforts

**8397 Members Items of Business**

**a) Cllr R Stewart – Severn Bridge Closure: Advance Sign [Circ]**

Town Council noted copy correspondence to Mon CC in this matter

**8398 KGVPF**

**i) Correspondence Caldicot Bowls Club/Caldicot AFC**

[Circ]

Town Council noted appreciation for alarm system at Caldicot Bowls Club.

Town Council considered correspondence from Caldicot AFC advising of a marquee being placed on the fields 4<sup>th</sup> – 6<sup>th</sup> June for presentation evenings.

**It was resolved to approve the use of a marquee, subject to reinstatement of the fields being the responsibility of Caldicot AFC and Caldicot AFC being advised that no alcohol is permitted on KGVPF.**

**ii) Town Council Compound [b/f P&R 13.4.10] – Response from Fields in Trust** [Circ]

Town Council noted options available in relation to Town Council compound from Fields in Trust

**8399 To Approve Minutes/Recommendations of Health & Safety Committee 20.4.10** [Circ]

Town Council approved the Minutes of Health & Safety Committee 20.4.10 for accuracy

**It was resolved to consider the recommendations in Committee**

**8400 To Consider Recommendation – Cemetery Site Visit 19.4.10**

**[Cllrs DE/PW/CA/DA//JB/AE/EH/JH/RS/SW] To install a 4 ft wide cemetery pathway from turning area to current row [tree/bench]**

This item was not discussed

**8401 To Approve Notes of Meeting with Mon CC Representatives Re: Budden Crescent Respite Care Home 19.4.10** [Circ]

The notes were approved, subject to the addition of Cllr V Lloyd's apologies being recorded. Town Council commended the Clerk on the notes of the above meeting with Mon CC.

A member referred to "parents/carers be given written assurances that will still have same number of weeks, same standard".

It was noted that the notes had been sent to the Director of Social and Housing Services, Mon CC

**8402 Bus Shelters**

The Mayor referred to the bus shelter project with Green Lane and Newport Road shelters outstanding.

Town Council was requested to consider the installation of a bus shelter at Newport Road [Longfellow Road] in view of the installation of new pavements as part of the Safe Routes in the Communities Scheme.

**It was resolved to request Mon CC install a bus shelter at Newport Road, approximately 15 yards to the right of the current bus stop**

**8403 To Note Annual Meeting 6.30 pm Wednesday, 19<sup>th</sup> May 2010**

Town Council noted date and time for Annual Meeting

**8404 Reports**

**a) Town Council Representatives on Outside Bodies - None**

**b) Governors**

Cllr S Webb stated a “visioning day” was scheduled for ideas/plans for the new school at Green Lane

**c) Other – None**

**8405 Committee – The public and press were excluded from the meeting during consideration of the following items in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information**

**See Item 8399 above – Town Council approved the recommendations of Health and Safety Committee 20.4.10**

**i) To Consider Quotation Re: Cemetery headstones [see 14 above] [Circ]**

**It was resolved to accept quotation from J Ball to re-fix any unstable Grade 2 memorials at Caldicot Cemetery at a cost of £75 each**

**It was further resolved that J Ball undertake a visual inspection of the cemetery and address any memorial deemed unsafe at a cost of £75 each**

**ii) To Consider Quotation for Removal of Hedge KGVPF [Circ]**

**It was resolved to defer this item to Planning & Resources Committee 11.5.10**

**iii) To Consider Request Re: Town Council compound [Circ]**

Town Council considered a request for use of Town Council compound for storage.

Reference was made to the Health and Safety Committee recommendations

**It was resolved to advise that Town Council were deferring discussion on the use of the compound.**

The meeting closed at 8.40pm

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Mayor/Deputy Mayor

## Appendix A

### 8389 Suspended Proceedings

#### i) Representatives Mon CC – Public Conveniences, Church Road, Adoption Process

The Mayor welcomed Mon CC officers Nigel Burgess, Head of Highways and Paul Keeble, Traffic Network Manager to the meeting

#### Church Road

Messrs Burgess and Keeble visited Church Road prior to the meeting and identified issues with the current road surface

Mr Burgess stated he was disappointed with Town Council's vote of no confidence in Mon CC Highways Department and welcomed the opportunity to explain to Members the situation, particularly in relation to resurfacing works at Church Road.

The following items were discussed:

- National shortage of money for Highways budgets, therefore works have to be prioritised from maintenance to end of life/past life of highways throughout the county.
- 18 months ago resurfacing works were scheduled for Church Road - delayed
- Last year works deferred re: Safe Routes to School
- If resurfacing works had gone ahead when scheduled, the road would now require to be dug up again re: utility works – fortunately this has been avoided
- Necessary drainage works [part of programme] undertaken before resurfacing
- Wales Gas approached re: gas leaks and requested to bring works forward prior to resurfacing
- Mon CC cannot determine utilities' works programmes
- 10 weeks to complete gas works – resurfacing to following immediate completion
- 5 months before completion of whole works
- Bad winter conditions caused severe damage to roads across UK – Govt. identified £100m to address situation – WAG allocated £85,000 to assist – insufficient for amount of works required
- £50m backlog of maintenance in Monmouthshire
- Pot holes filled as a temporary solution – not ideal but make safe, most economic solution – **NB to investigate alternative methods of filling pot holes with Engineer**
- Urgent pot holes [National definition - depression of 40mm+] fixed within 1 week or sooner
- Speed cushions are standard form of traffic calming – compromise
- Rolling programme in existence for Caldicot – reviewed annually – sometimes necessary to alter priorities due to unexpected/more severe deterioration than anticipated

A Member referred to Mon CC not notifying the Gas Utilities in time for works to commence. Paul Keeble outlined the co-ordination process between Highways Dept/Utility Companies in relation to resurfacing works.

A Member stated the public had lost confidence in Mon CC and referred to the state of Sandy Lane. Members were advised that it was intended that Sandy Lane resurfacing works from Jubilee Way to the top of Sandy Lane would commence immediately following completion of Church Road.

A Member requested if 20 years was the average length of time for resurfaced roads. Mr Burgess explained an average figure would be misleading as sometimes the life will exceed 40 years, other times less than 10 depended on volume of traffic, level of excavations etc

A Member requested assurances that when resurfacing works are undertaken monies from Safe Routes to Schools budget would not be used. Mr Keeble stated the bid for Safe Routes to Schools included for elements of improvement along Church Road ie traffic calming and pedestrian crossing.

Members expressed residents' concerns re: lack of communication from Mon CC - **NB to convey time scale of resurfacing works to residents of Church Road**

A member of the public expressed "disgust" re: chipped kerb stones along resurfaced road on B4245 between Rogiet and Caldicot - **NB to investigate**

Mr Burgess circulated a map indicating planned maintenance for Caldicot.

Reference was made to Town Council's request to remove the mini roundabout and re-instate a 'T' junction. Mr Keeble stated a review of the junction had been undertaken and a decision was awaited.

A Member requested if Sandy Lane was being investigated for issues as had arisen at Church Road – **PK to pursue**

Mr Burgess stated that although the delay was regrettable, it was the foresight of Mon CC officers that identified future required utility works along Church Road which would prevent the re-digging up of the road at a future date. Mr Burgess reiterated that utilities works were not the remit of the Highways Dept.

Reference was made to the state of Ebbw Road – **NB to investigate**

Contacts re: Highways Dept

- P Keeble – traffic matters/development
- G Risbey – maintenance/direct labour organisation
- P Mullen – major projects
- N Burgess – Head of Highways
- Routine matters to be logged with One Stop Shop
- Queries to be logged via Highways Pro-Forma system

Cty Cllr J Marshall referred to Mon CC Road Safety Strategy Scheme. Mr Burgess stated programmes could change 2/3 weeks before works occurred

Reference was made to feedback and communication. Mr Burgess stated Mon CC Highways Engineer covered 43 wards and a bid for additional staff to assist with feedback had been turned down.

## Adoption Process

Mr Keeble outlined in detail the Highways adoption process from outline planning process to adoption of the highways

- Planning process – Highways Department liaise with developers re traffic issues
- Planning applications distributed to statutory consultees for comments
- S106 stipulations re highways, eg improved access, traffic lights, affordable housing, play areas, traffic calming schemes etc can be built into the agreement
- If successful application - Developer/Mon CC enter into S38 Agreement of Highways Act which will allow the highways to become adopted and ultimate responsibility of Mon CC. Works supervised and regularly inspected to make sure works carried out to Mon CC standards.
- Internal development – street lights etc
- S278 permits Mon CC to carry out works on behalf of developer – payable by developer
- Welsh Water to adopt sewers – can cause delay in adoption process
- Recent change in legislation re: Welsh Water/sewers adoptions
- Following completion of development – Snagging of works for approval/remedial measures prior to adoption
- Bonds held by Mon CC on behalf of developers
- When Mon CC satisfied works to standard – bonds re-paid to developer, subject to a retention paid 1 year on
- Developer to ask for roads to be adopted
- Mon CC would not wish to adopt unsatisfactory highways – liability

Reference was made to unadopted areas of the town. It was stated that certain areas were required to be made up to Mon CC standard.

Residents are responsible for frontage outside of their properties.

Mon CC has powers to make road adoptable, payable by residents

Reference was made to the new housing development at Church Road and it was stated that provided the developer/Mon CC entered into S38 Agreement the development will become adopted.

A Member referred to unadopted footpaths/rites of way, particularly in relation to Safe Routes to Schools. Mr Keeble stated if for the benefit of the community – could be justification for upgrading

Mr Burgess recognised the level of frustration and offered to meet again with Town Council or representatives and the Highways Engineer in order to update on the Church Road scheme 2/3 weeks before works due – **TC accepted**

The Mayor thanked Messrs Burgess and Keeble for addressing Town Council