

6th March 2014**Notice of Meeting:****Central Monmouthshire Area Committee****Wednesday, 12th March 2014 at 2.00 p.m.
Old Council Chamber, Shire Hall, Monmouth****AGENDA**

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Item No	Item
1.	Apologies for Absence.
2.	Declarations of Interest.
3.	Public Question Time.
4.	To confirm and sign the minutes of the Central Monmouthshire Area Committee meeting held 11 th December 2013 (copy attached)
5.	To receive the following reports from the Head of Operations (copies attached): (a) 'Managing our Highways' – Consultation progress (b) MCC Car Park Review
6.	To consider the following report of the Area Services Officer, Central Monmouthshire (copy attached): Update on Area Issues
7.	Coordinating Board - Feedback from the Chair and the minutes of the Coordinating Board Meeting dated 21 st January 2014 (copy attached).

8.	To receive the work programme for the Central Monmouthshire Area Committee for information (copy attached).
9.	To note the date of the next meeting of Central Monmouthshire Area Committee as Wednesday, 11 th June 2014 at 2.00 p.m.

**Paul Matthews,
Chief Executive**

MONMOUTHSHIRE COUNTY COUNCIL CYNGOR SIR FYNWY

The Constitution of the Central Monmouthshire Area Committee is as follows:

County Councillors:

D. Blakebrough
G.C. Burrows
P.R. Clarke
R.M. Edwards
P. Jones
E.J. Hacket Pain
R.J.C. Hayward
V.E. Smith
B. Strong
S. White
A.M. Wintle

Connecting with people

Our Outcomes

The Council has agreed five whole population outcomes. These are *People in Monmouthshire will*:

- Live safely and are protected from harm
- Live healthy and fulfilled lives
- Benefit from education, training and skills development
- Benefit from an economy which is prosperous and supports enterprise and sustainable growth
- Benefit from an environment that is diverse, vibrant and sustainable

Our Priorities

- Schools
- Protection of vulnerable people
- Supporting enterprise, job creation and entrepreneurship

Values

- * **Openness:** we aspire to be open and honest to develop trusting relationships.
- * **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- * **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- * **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

**Minutes of the Central Monmouthshire Area Committee meeting
held in The Old Council Chamber, Shire Hall, Monmouth
on Wednesday, 11th December 2013 at 2.00 p.m.**

PRESENT: County Councillor E.J. Hacket Pain (in the Chair)

County Councillors: D. Blakebrough and R.J.C. Hayward.

OFFICERS IN ATTENDANCE:

Mrs. D. McCarty - Area Services Officer
Ms. R. Rawlings - Democratic Services Officer

OTHER ATTENDEES:

Ms. N. Moore - Wye Valley AONB Information Officer
Mr. R.G. Nicholas - Llangattock Vibon Avel Community Council
Mrs. J. Hall - Monmouth Town Council
Mr. R. Dagger - Trellech United Community Council
Mr. J. Fletcher - Monmouth Town Council
Mr. T. Christopher - Visually Impaired Group
Mr. D. Hoyle - Visually Impaired Group

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from County Councillors G.C. Burrows, P.R. Clarke, P. Jones, R.M. Edwards, V.E. Smith, B. Strong, S. White and A.M. Wintle.

DECLARATIONS OF INTEREST

2. There were no interests declared by Members at the meeting.

PUBLIC QUESTION TIME

3. The Chairman invited members of the public present to put questions to the Area Committee, or to raise issues of concern which had occurred since the previous meeting.

The following items were raised:

- Mr. R. Dagger, Trellech United Community Council expressed thanks to the committee for supporting the residents and community in their application for grant funding for a defibrillator.

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- Mr. R.G. Nicholas, as a resident of Central Monmouthshire requested that his thanks be expressed to the following teams:
 - The Grounds Maintenance team for the outstanding results achieved and for their continued work in the garden surrounding the roundabout by St. Thomas' Church and the nearby flower pot.
 - The staff at Troy Recycling facility who were always very helpful and kept the site very tidy.
 - The Refuse Team for their speedy and efficient collection of waste, especially within the town itself to ensure that any delay to the flow of traffic was kept to a minimum.

- Mr. R.G. Nicholas, in his capacity as Clerk to Llangattock Vibon Avel Community Council, raised the following items:
 - Thanks were expressed for the welcoming of members of the community to the Area Committee and the easy way in which questions could be asked and issues raised within the meeting environment.
 - The Monmouth One Stop Shop staff were praised for the service that they delivered and the help and assistance given by them.
 - Thanks were expressed to Mr. G. Edmunds and his team who had continued to react to highways jobs within the area.
 - It was queried whether nurses and carers travelling in the community had access to maps as there had been difficulties experienced by drivers in the area locating isolated dwellings.

The Authority would not be able to advise on nurses working within the area, but would check with social services on the current arrangements for community carers.

- The 20mph speed restriction sign had not been working at Cross Ash School for the previous two months and following telephone calls and letters being sent, it had been confirmed that this was due to the company who installed the lights having gone into liquidation. Members were asked what could be done to resolve this issue.

We were informed that this issue had been discussed at the Rural Forum and had been passed to the Head of Operations who was currently on annual leave.

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- Mr. T. Christopher and Mr. D. Hoyle, attended the meeting, representing the Visually Impaired Club, to ask whether action could be taken by the Authority to resolve the issue of illegal A boards in the town.

It was understood that a report was being compiled for the whole of Monmouthshire and it was asked whether the Authority were now in a position to engage locally to resolve the current problems incurred. It was questioned who would be liable should an accident occur and whether the owner of the A Board would be responsible or the Authority for allowing the placement of it.

Following discussion with regard to the current situation within the town, there was a general consensus that the A Boards were a nuisance and an unnecessary hazard to everyone and there was a need to discuss how this could be managed in the most appropriate way.

It was suggested that it would be useful if businesses could receive information from letting agents when opening businesses within the town, it was recognised that there was a need to advertise, however, it should be done in an alternative way to this. It was also raised that there were illuminated signs outside one business which had not been enforced.

We resolved that the Head of Operations would be invited to the next committee meeting to present the draft report and that appropriate members of the Chambers of Trade would be invited.

- Mrs. J. Hall, Monmouth Town Council raised the issue of the curb edge which had been extended on Hereford Road and was a danger and causing damage to cars that were driving over it due to its position.

This matter would be raised with the appropriate officer.

- Mr. J. Fletcher informed Members that he had reported potholes at Beech Close to both the Authority and MHA several times and that no work had been carried out there.

We were informed that the road surface was very dangerous within the area and there were many elderly residents who used that route.

This matter would be referred to the appropriate officer.

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MINUTES

4. The minutes of the Central Monmouthshire Area Committee meeting dated 23rd October 2013 were confirmed as a correct record and signed by the Chairman, with the following amendment:
 - Page 7, Community Led Plans, reference to Whitebrook should read Llandogo.

WYE VALLEY RIVER FESTIVAL

5. The Wye Valley Information Officer attended the meeting to raise awareness of the work being undertaken with regard to the Wye Valley River Festival, and the following information was received:
 - Following the receipt of funding from the Arts Council, consultants had been appointed to look at plans along the river. The information collated had been put into a bid to the Arts Council and the Heritage Lottery Fund.
 - The bid had been rejected in the first instance by the Arts Council but a lower bid had been resubmitted and accepted.
 - Events were being planned along the river at Monmouth, Llandogo, Tintern and Chepstow. There would be a lot of focus on the river and details were being formed and updated continuously on the Wye Valley AONB website.
 - Whilst less funding had been received than at first planned, it was suggested that it would be more appropriate to start the project on a smaller scale to ensure that the quality of the festival could be managed and that it could be built upon in future years, to ensure long term sustainability.

Members were also informed that the Wye Valley AONB Management Plan 2014-19 was currently out for consultation and they were encouraged to visit the website and submit any comments by the end of January 2014.

Members thanked the AONB Information Officer for attending and wished her well with the event which was welcomed in the area.

UPDATE ON AREA ISSUES

6. We received a report updating Members on issues previously raised before the committee together with issues that had arisen since the previous meeting, as follows:

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CSAT

Members from CSAT would be selling shed alarms and family safety packs at the Shire Hall Christmas Fayre on 15th December 2013. They would also be raising awareness about keeping possessions safe during the festive period.

Rural Forum

The Head of Operations had attended the Rural Forum to discuss devolution of services, how this could work if the Community and Town Councils work with the Council to ensure services were still delivered. Members of the Forum welcomed the discussion and were taking away information to discuss with their own councils.

Monmouth Partnership Forum

Monmouth Food bank attended the meeting to share information about the proposed new Food bank scheme. If premises could be found in time they would like to open by January/February 2014. The Food bank worked on a voucher scheme where Care Agencies would distribute vouchers to those in need. Monmouth Food bank was working under the guidance of the Trussell Trust that had successfully set up a network of more than 300 Food banks in the UK.

Members were asked to contact the Area Services Officer if they wished to have the contact details, for people who wanted to volunteer and get involved in the scheme.

MOD Community Covenant

The next round of applications had to be submitted by 13th December 2013. No applications had been submitted to date. The next round of applications would need to be submitted in around four months' time.

Following a successful bid by the Monmouth Off Street Project to the MOD Community Covenant for £69k towards building a new skate park and BMX Track in Monmouth, a reception had been held in October at 10 Downing Street to celebrate the great work that was being done to support the Armed Forces Community.

Cemetery

Monmouthshire County Council officers from several departments together with the local member and community council members held a 'drop in session' on 18th November 2013 for people from the village to

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ask questions about the proposed new North East Cemetery site at Penallt. The event had been well attended.

Monmouth Town Candlelit Procession

The Monmouth Town Council candlelit procession would be held on Thursday, 12th December 2013 at 5.45 p.m. The procession would end at The Shire Hall with a carol service.

S106 Monies

Community groups could now apply for Section 106 grant if they operated within the Town Council area. The closing date for applications was 10th January 2014.

Charter Liaison Group

The Charter Liaison Group had met on 7th November 2013. Officers reported that they were meeting with service heads to discuss the Charter action plan. The Head of Operations had attended the meeting to discuss how Monmouthshire services could be run differently in the future.

Gateway Project

Completion of outstanding works and installation of interpretative material was programmed for the end of February, in time for the new tourist season. Following positive feedback from key stakeholder organisations, consultants were instructed to complete and submit a planning application for the Gateway Monmouth design.

Livestock Market at Raglan

Monmouthshire Livestock Market would be formally opened on 29th November 2013 by Country File presenter Adam Henson. The last market to be held at the livestock market in Abergavenny would be the Christmas market on 10th December with the first market in the new centre to take place on 18th December 2013.

The opening of the new livestock market was open to all members of the public to attend and take a tour of the new facility.

Usk Cycle Route

A group had been formed to run a campaign to install a cycle path from Usk to Pontypool. The group were just establishing a name and

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completing a constitution in order to raise funds to realise the outlined project.

Usk Christmas Celebrations

The Christmas Market would take place in Usk on the 7th and 8th December 2013. There would be a number of events happening in the town over the Festival weekend for the start of the countdown to Christmas.

Community Led Plans

Raglan

An open meeting is planned for Wednesday, 11th December 2013 at Raglan School when the draft Action Plan would be presented. On the same evening, Eileen O'Haire would be talking about the MAPS project, plus Raglan Community Council would be seeking residents' views and the implications of devolution of services from MCC to Raglan Community Council.

Llangybi Fawr

Questionnaires had been distributed in the community with a deadline date for completion of 4th December 2013.

Coed y Paen

After several meetings of the Steering Group, the questionnaire was now finalised and they would be delivered by hand and collected by members of the steering group, the week commencing 16th December 2013.

Llandogo

The Steering Group met on 4th November 2013, when the questionnaires were distributed between the members to hand deliver to the local residents.

COORDINATING BOARD

7. We received the minutes of the Coordinating Board meeting held on 1st October 2013 which we resolved to note for information.

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on Wednesday, 11th December 2013 at 2.00 p.m.**

WORK PROGRAMME

8. We received the Central Monmouthshire Area Committee Work Programme which we resolved to note for information.

DATE OF NEXT MEETING

9. We noted the date of the next meeting of the Central Monmouthshire Area Committee as Wednesday, 12th March 2014 at 2.00 p.m.

The meeting terminated at 3.05 p.m.

REPORT

SUBJECT: 'Managing our Highways' – Consultation progress

MEETING: Central Monmouthshire Area Committee

DATE: 12th March 2014

DIVISION/WARDS AFFECTED: all

1. PURPOSE

To provide members with an update on the consultation work undertaken so far into options for the future management of street furniture (A boards, displays, tables, chairs etc.) and introducing advertising on the public highway.

2. RECOMMENDATIONS

- 2.1 That members receive an update on the consultation exercise undertaken by officers to date.

3. KEY ISSUES

- 3.1 Complaints have been received over for some time that MCC is not enforcing its policy on managing obstructions in the highway. Officers have received correspondence and attended meetings when this has been discussed and it is recognized that the existing street furniture policy (referred to 'apparatus or commercial obstruction in the highway') has proven difficult to implement uniformly.
- 3.2 Officers carried out research into alternative methods of managing street furniture and prepared draft proposals that were considered at member/officer working group. It was agreed to prepare a discussions document to be circulated to interested parties prior to any reports or proposals coming to members of Strong Communities Select Committee (document attached – appendix 1).
- 3.3 Feedback has been received from various businesses and other groups already and officers will summarise the comments to date at the meeting.

4. REASONS

- 4.1 the current policy is not being enforced but before doing so members are being given the opportunity to consider alternative management regimes.
- 4.2 The 2014/15 budget assumes income arising from advertising opportunities on the public highway.

5. RESOURCE IMPLICATIONS

None arising from the report.

6. SUSTAINABLE DEVELOPMENT and EQUALITY IMPLICATIONS

This is an interim report that simply offers an update on work undertaken to date. No options or recommendations are being presented to members so an Eqia or sustainability assessment has not been prepared at this time.

7. CONSULTEES:

Circulated to interested bodies by Area services officers (including town and community councils, chambers of commerce, disability groups).

8. BACKGROUND PAPERS:

Discussion document attached (appendix 1)

9. AUTHORS

Roger Hoggins, Head of Operations

CONTACT DETAILS: rogerhoggins@monmouthshire.gov.uk

Appendix 1

MANAGING OUR PUBLIC HIGHWAYS: A Discussion Document and Seeking Your Views

ISSUES:

- 1. 'Apparatus'/ commercial obstruction on the Highway**
- 2. Advertising on the Highway**

Introduction

The Council is reviewing current policies and practices surrounding the management of 'apparatus' in the highway. Apparatus or commercial obstruction are terms used as a catchall description of items placed on footpaths and public open spaces such as display/'A' boards, shop displays, sale rails, coffee tables and chairs, benches etc.

The Council is also considering opportunities to create and manage advertising space on the public highway. This will most likely be in verges on approaches to our towns, roundabouts, car parks etc. By doing so businesses will have opportunities to advertise and the local authority will be able to arrange and manage this safely in the public highway.

Below are outlined the proposals that are being submitted to council members for consideration.

This opportunity to discuss and comment is being offered to you now in order that your views can be submitted to members when the proposals are considered.

Written comments are welcomed and officers will be happy to attend any meeting to discuss the matter should you so wish.

1. Apparatus/Commercial Obstruction in the Highway

Policies and procedures already exist to manage the apparatus in the highway. These do not ban items such as 'A' boards, tables and chairs etc. but their strict enforcement could sometimes be interpreted as draconian and unnecessary particularly in difficult trading times when advertising by commercial outlets is an important tool to generate custom.

At present the policy and procedures provide general rules and guidelines that all businesses are expected to comply with irrespective of the nature of the public highway adjacent to or in close proximity to the business(termed highway but often encompasses the road way, footpaths, public areas, pedestrianized areas etc.).

Officers have investigated how other local authorities manage apparatus in the highway and have developed a proposal that would license individual properties to advertise or trade on the highway whilst at the same time maintaining a safe route for highway users (in this instance we are particularly referring to pedestrians, prams and buggies, visually impaired, mobility scooters, wheel chairs etc.). For the purposes of the scheme a safe route would be a minimum of 1.5m of unimpeded walkway. If this cannot be achieved (and some of our pavements are already narrower than this) then no apparatus will be allowed.

If this scheme is approved then each business will be required to enter into an individual agreement with the Council. This will include an agreement about what may be placed in the highway (A boards, tables, display counters, etc.) plus a plan showing the extent of the public highway that the business is licensed to use.

Those businesses that gain a license will be able to display the license to demonstrate that their display is authorised by the local authority. Any businesses using displays in the public highway that are not licensed will be warned and invited to take part in the scheme (assuming they comply with the criteria) but displays will be removed where no license is awarded.

There will be a charge to businesses that are awarded licenses.

No decisions have been taken yet on what the charge might be but based upon research into charges raised by other local authorities that run similar schemes, officers are likely to recommend a one off charge for the initial application plus an annual charge for the license (discounted if a 3 year license is granted).

Officers will suggest that the council adopts the following charges:

‘A’ board – initial charge £ 75, annual charge £50

Chairs, tables, displays etc. charge by sq m:

0 to 6 sq m- initial charge £125, annual charge £120

6-12 sq m- initial charge £125, annual charge £240

12-18 sq m- initial charge £125, annual charge £360

Pitches (stall’s, gazebo’s etc.) – other than through the market management policy

Initial charge £75, annual charge £50 (per site application)

Benches or trees planted in memoriam (typically with a plaque) will be licensed for a one off charge of £75 (the cost of supply and installation are the responsibility of the applicant)

The proposed scheme is more involved and time consuming than the previous policy as it is applied to each business seeking to take up the scheme. However the scheme allows greater scope for the council to arrive at solutions that offer opportunities for businesses to advertise and trade whilst maintaining the needs of other users of the highway; not always an easy task but we believe this offers a pragmatic approach – your comments are welcomed.

1. Advertising on the Highway

Policies already exist that control the display of banners and notices on the highway.

Some changes to the policies are being proposed largely to control the growing practice of businesses advertising events using banners that conform to the policy because a donation is being made to charity (an example might be an advert for a cider festival with donations to a charity). This is being used increasingly to promote a profit making event but the ‘charitable’ element means the advert complies with current policy. It is proposed that only registered charities or charitable events sanctioned by the relevant community or town council will be able to display banners on the public highway (*the display of banners on private property is not covered by a highways policy but would be subject to planning policies in some instances*).

A new initiative being proposed is the availability of display boards, signs etc. on the public highway and in public places where businesses may be offered advertising opportunities.

The sites likely to be included are roundabouts within MCC control (*please note that many around the county on trunk roads are managed by Welsh Government and outside MCC control*), verges on roads leading in to towns and villages, alongside car park ticket machines, close to tourist attractions and similar sites with MCC control. Of utmost importance will be that the signs and display boards do not compromise highway safety. Furthermore some signs may require planning consent and one might anticipate members being conscious that we do not ‘litter’ our county with advertising displays.

As such there is a balance to be struck between providing opportunities for businesses to advertise versus protecting the natural beauty of the county. This scheme will be managed by MCC to provide this control.

Businesses wishing to take advantage of the scheme will incur a charge.

There will be variations in the charge according to position and size but below are some indicative charges being proposed by officers:

There are 2 categories of charges that are developed in conjunction with traffic counts for highway/verge locations, and ticket sales for car parks

Typically for a sign – 750mm X450mm

Highway/Verge Locations -

7 day average Traffic Count	Price Category	Sign Value (charged to business per annum)
<5,000 vehicles	Lower	£1,000
>5,000 vehicles	Higher	£1,500

Car park Locations –

7 day average Count	Price Category	Sign Value (charged to business per annum)
<50,000 tickets	Lower	£1,000
>50,000 tickets	Higher	£1,500

These are indicative. Depending upon the site and size of sign requested there will be variations to these charges agreed on an individual basis.

The charge includes for the provision of the initial sign. However the applicant will be responsible for the cost of any revisions to the sign. All artwork and content will be approved by MCC before erection.

In conclusion this document provides a summary of what is being proposed. Obviously it lacks much of the detail that will be included in any final policies that might be adopted by the Council. However, hopefully this document offers you enough information to be able to comment on the proposals at this time and to provide feedback about the proposals (and any wider comments you may wish to make in association with the subjects) to councillors when the options are discussed and decided upon.

I would also reaffirm that officers are happy to discuss this with yourselves in more detail.

If you would like to discuss these proposals with an officer then please contact Steve Lane (01291 430658), Ryan Pritchard (01633 644752) or Roger Hoggins (01633 644133).

Roger Hoggins, Head of Operations, Monmouthshire County Council

REPORT

SUBJECT: MCC Car Park Review

MEETING: Central Monmouthshire Area Committee

DATE: 12th March 2014

DIVISION/WARDS AFFECTED: all

1. PURPOSE

In relation to communities within Central Monmouthshire, to consider the findings of a report of the options for the future provision of car parking by Monmouthshire County Council, prepared by Parsons Brinkerhoff.

2. RECOMMENDATIONS

- 2.1 That members receive a presentation by officers of the main proposals within the report.
- 2.2 By reference to the report proposals members scrutinize the report and decide what comments and recommendations they wish to provide to Economy and Development Select Committee in relation to the consultants proposals that may impact upon Central Monmouthshire.

3. KEY ISSUES

- 3.1 On the 20th February the Economy and Development Select committee held a special meeting to consider the findings and proposals for the future management of car parking. The study was undertaken by Parsons Brinkerhoff on behalf of the authority. The report and proposals are available on the Council's website using the following link: <http://www.monmouthshire.gov.uk/meetings/event/special-economy-and-development-select-committee-3/>
- 3.2 The committee considered many of the generic aspects of the report but have referred the report to the area committees to consider those aspects of the report that are specific to towns and communities in each area.
- 3.3 The feedback from the area committees will be provided to a future meeting of the select committee at which time the select committee will prepare its findings for Cabinet.

4. REASONS

- 4.1 The car park management regime that introduced charging was introduced in 1997.
- 4.2 Car park charges were last reviewed in 2007. Since that time the council's revenue budget has assumed an inflationary increase in income year on year. Charges have not been adjusted to keep up with this assumption and usage patterns have altered leading to a budget deficit in recent years.

5. RESOURCE IMPLICATIONS

There are no resource implications directly as a result of this report. However feedback from the area committee to the select committee will inform decisions of cabinet some of which will have financial implications.

6. SUSTAINABLE DEVELOPMENT and EQUALITY IMPLICATIONS

AS provided in appendix 3 (EqIA and sustainability assessment) of the report to Economy and Development select committee. Available from the link provided in paragraph 3.1 above.

7. CONSULTEES:

As described within the body of the Parsons Brinkerhoff report

8. BACKGROUND PAPERS:

Parsons Brinkerhoff Report (appendix 1) and appendices (appendix 2) attached.

9. AUTHORS

Roger Hoggins, Head of Operations

CONTACT DETAILS: rogerhoggins@monmouthshire.gov.uk

Central Monmouthshire Area Committee

SUBJECT: UPDATE ON AREA ISSUES

DIRECTORATE: Area Working / Dept Chief Executives Dept.

MEETING: Area Committee Members Update

DATE: 12th March 2014

WARDS All wards in Central Monmouthshire

1.0 Purpose of Report

- 1.1 To update members on current issues from the area working team in Central Monmouthshire
- 1.2 For members to discuss whether any of the items require further information and whether any items need to be referred elsewhere.
- 1.3 To solicit member's views on on-going issues

2.0 Recommendations

- 2.1 That members note and comment on progress and issues

3.0 On-going issues

3.01 CSAT

The sale of Shed Alarms and Family Safety Packs at the shows and at the Shire Hall Christmas Fayre proved successful. Group members talked to hundreds of people raising their awareness to shed and garage burglaries. They also raised over £600 to put up as match funding for future projects .
They are now working on a safety campaign regarding theft and safety of cycles.

3.02 S106 Monies Monmouth

There were 24 applications requesting funding for double the amount available. The panel will be meeting to view applications on the 6th March 2014.

3.03 Gateway Project

This project is moving forward and funding is being sought to fund the scheme.

- 3.04 **New Groups**
Two new groups have been formed in Monmouth by the community. Gateway action group, campaigning about the proposed development off the main roundabout at Monmouth and the A40 group, campaigning about several issues in relation to air quality, the riverbank parking, Queens Head parking and the proposed 3rd lane on the A40.
- 3.05 **Monmouth Partnership Forum**
At the December meeting Will McLean, Strategic Partnership Lead attended the forum to discuss how work had progressed on the Single Integrated Plan.
- 3.06 **Priory Street Railings**
The railings in Priory Street are now finished
- 3.07 **Wye River Festival**
As previously reported this festival will be taking place in the Monmouth area on 6-10th May 2014. The festival mainly focuses on the river. It is hoped to attract many new people to the area increasing spend whilst giving local communities the opportunity to join in celebrating the Wye River and the communities that lie alongside it. It is hoped to connect people and landscapes, and people from the past to the future.
- 3.08 **Kymin Dash**
The Kymin dash takes place on Sunday 27th April 2014 at 11am. This is the 2nd year on this course that is a 7.1 mile race straight to the top of the Kymin. It is organised by the Spirit of Monmouth Running Club
- 3.09 **Monmouth Festival**
Monmouth Festival is again being held this year at the bottom of town. It will take place from Friday 25th July to Saturday 2nd August 2014.
- 3.10 **Monmouth Food Market**
A new food market will be running at the Shire Hall every fortnight from 28th February.
- 3.11 **Rural Forum**
The Welsh Language and Equalities officer attended the last forum meeting to discuss the benefits, rules and regulations around the Welsh Language. Members understood what needed to be delivered and what was required under the Welsh Language Act.
- 3.12 **MOD Community Covenant**
The next applications have to be in by 11th April 2014, members can obtain further information from the Area Services Officers or the web page.
Link to the web page: <https://www.gov.uk/government/publications/armed-forces-community-covenant-grant-scheme> for more information

3.13 **Charter Liaison Group**

- 3.13.1 The Charter Liaison Group met on 6th February. Officers reported that they were meeting with service heads to discuss the Charter Action Plan.
- 3.13.2 Cllr Phyl Hobson and Cllr Roger Harris talked about the new boundaries review and answered questions on the process and outcomes
- 3.13.3 Will McLean discussed the outcomes of the community consultations on the budget

3.14 **Usk Cycle Route**

The group are meeting with land owners to get permissions to use the proposed route from Usk to Pontypool

3.15 **Usk Chamber**

A new chamber of commerce has been formed for Usk Town.

3.16 **National Road Cycling Championships**

Monmouthshire won the opportunity to host these championships that will be taking place between 23rd and 29th June this year. The Area Services Officer has been working with community groups who want to get involved with the event. It will be passing through all our towns. The championships will event will be on Sunday 29th June but members of the community can take part in their own event on Saturday 28th. This event is called the Sportive.

3.17 **Community Led Plans**

Raglan – Following the Open Meeting held in December to disseminate the findings of the Community Questionnaires, 2 members of the Steering Group have met on two occasions to write the Action Plan, but now, new people have come forward to assist in completing this task. Hopefully it will be completed by the end of March.

Llangybi Fawr – 172 Questionnaires were completed by adult residents and 17 children & young people. These have been analysed and the first meeting to write the Action Plan will be held on Monday 3rd March.

Coed-y-Paen – Questionnaires were picked up by members of the Steering Group over the Xmas period, with a staggering 83% return rate! The Steering Group will be meeting in the next few weeks to start the process of writing the Action Plan.

Llandogo – The Steering Group have met to look at their results, and a small sub-group of the Steering Group have met once to write the Action Points and are due to meet again on 10th March. The Draft Community Action Plan will then be presented to the Community at an Open Meeting on 25th March in the Village Hall.

Llantilio Crossenny – Following a presentation in January to the Community Council, they pledged their support for proceeding with a CLP, and an Open Meeting is to be held on Monday 17th March in Llanvapley Sports Pavilion.

Shirley Hughes, social Enterprise Development Officer, Adventa

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4.0 Background papers

Electronic files containing the detail of all of the above issues can be obtained through the Area Services Officer.

5.0 Author

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MONMOUTHSHIRE COUNTY COUNCIL
Minutes of the meeting of the Coordinating Board held at
County Hall, Usk on Tuesday 21st January 2014 at 10.00am

PRESENT: Mr. P. Matthews (Chief Executive) (Chair)

County Councillors: D.J. Evans, P. Farley, P.A. Fox, R.G.Harris, M. Hickman, S.G.M. Howarth, R.P. Jordan, J.L. Prosser, S. White, Mr. P.White (Chair, Audit Committee)

OFFICERS IN ATTENDANCE:

Miss H. Ilett, Scrutiny Manager
Ms. R. Rawlings, Democratic Services Officer

1. APOLOGIES FOR ABSENCE

County Councillor R.J.W. Greenland and A.E. Webb.

2. MINUTES

Agreed that the minutes of the meeting held on 26th November 2014 be approved as a correct record.

3. FORWARD WORK PLAN FOR CABINET AND COUNCIL

Whilst value was being derived from the Cabinet updates and populating items on the Forward Work Plan, work was now underway to create a stronger forward framework for meetings of Full Council.

It was anticipated that there would be a strong political debate on the budget proposals at the forthcoming meeting of Full Council in February. Members raised concerns with regard to various aspects of the recent meeting of Full Council and it was agreed that there would be a discussion at the next Political Leadership Group surrounding the rules of debate so that Leaders could guide their members prior to the commencement of live streaming of meetings, to ensure the correct formal process, a level of respect and rules of debate were adhered to ensure a quality debate.

Due to the length of the last Council meeting it was questioned whether decisions towards the latter part of the meeting were given the same quality of consideration that earlier items had due to a reduced amount of Members being present. It was raised that it may be more appropriate to commence meetings at 10.00 a.m. The consensus was currently for meetings to remain at 2.00 p.m. but if all Members wished there to be a change in the future, this item could be discussed in the first instance at Political Leadership Group to discuss for the next civic year.

Forward Work Programme noted.

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4. SCRUTINY FORWARD WORK PROGRAMME

The work of the select committees during the budget consultation was acknowledged, the time and effort that had been afforded to give this item due diligence had not gone unnoticed. It was hoped that this had ensured that all Members attending Full Council on the 27th February would be cited and knowledgeable on the issues arising, which would ensure that any debate would be based on fact and knowledge.

Members thanked officers for the level of detail which had been presented within the papers.

(a)Children and Young People Select Committee

The Chairman, County Councillor R.P. Jordan updated Members on the current work of the committee which had included budget scrutiny. There was another meeting on Thursday to give consideration to the national adoption service reorganisation which would prove to be very important in delivering the regional and national adoption service which could have fundamental implications for the authority.

The Chairman had been invited to an upcoming EAS meeting. The select committee meeting on 6th February would be inviting secondary head teachers to discuss performance of schools.

Work programme noted.

(b)Adults Select Committee

The Chairman, County Councillor P. Farley updated Members on the current work programme of the committee.

With regard to raising items for joint scrutiny, it may be useful to have a running item to note whether there were any issues arising from the meeting of Scrutiny Chairs.

Work Programme noted.

(c)Economy & Development Select Committee

The Chairman, County Councillor J.L. Prosser updated Members on the current work programme of the committee.

They had considered the budget mandates and offered comments, and had referred to TIC mandate back for further consideration.

The meeting to be held on 28th February 2014 would consider the current arrangements for car parks in the county.

Other upcoming work included scrutiny of the planning function at the meeting to be held on 13th March 2014. Welsh Water and the Brecon Beacons National Park Section 106 Officer had been invited to attend.

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Work Programme Noted.

(d)Strong Communities Select Committee

The Chairman, County Councillor S.G.M Howarth, updated Members on the current work programme for the committee.

The committee had just completed the budget consultation. The work programme was on course and future agendas would revisit public toilets and the monitoring of affordable housing.

The Cabinet Forward Planner was enabling the Chair to ask the committee if they wished to consider items which needed to be scrutinised. It was important to have that integration to ensure relevant items were reported to scrutiny.

Work Programme noted.

5. COMMITTEE WORK PROGRAMMES

Agreed that the following work programmes be noted:

- **Bryn y Cwm Area Committee:** The committee had held a special regarding The Hill College. Issues surrounding the Whole Place Programme were continuing with the town team and a programme board was being formulated in the Town Council. Concerns had been expressed with regard to the closure of the Day Centre and the Chief Officer or a suitable representative had been invited to speak at the next meeting.

At the last meeting, it had been agreed that the Area Services Officer would formulate a group to look at cemeteries, clarification on the current position would be sought.

- **Central Monmouthshire Area Committee:** Concerns were expressed at the proliferation of A Boards within the town at the last meeting and the committee would be focussing on this. Attendance had been poor at the last meeting.

It was raised that there could be future discussions for Members to look at tourism opportunities during the anniversary of Agincourt.

- **Sevenside Area Committee:** The previous two meetings had been held in Magor and had had a reduced number of members of the public in attendance. The location of the next meeting in March would be moved to try to address this.

There was a need for clear guidance for the town team on their remit and role as well as the number of members required. There had been an initial meeting but further dates for meetings were awaited.

- **Lower Wye Area Committee:** Work was to progress on the Total Place Plan and it was hoped that the experience of other areas could be drawn upon. There was a need to have a joined up approach to share experience and best

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practise to maximise outcomes. It was also raised that there needed to be links between groups discussing transport issues within the area.

- **Audit Committee:** The committee met on 12th December 2013 and considered the MCC response to the annual improvement letter as well as debating performance indicators. The item on the Shared Resource Service would be considered at the meeting in February and a report was expected on the Councils Constitution. A large item for consideration planned for the next meeting would be the grants recertification report.
- **Democratic Services Committee:** Concern was expressed with regard to the lack of attendance of officers at the meeting and whilst it was acknowledged that there had been a number of clashes with the committee meetings, it was asked that alternative appropriate officers attend when those circumstances arise.

Members had debated constituency mileage at the last meeting and presented a scheme to Council.

6. WAO SCRUTINY CONFERENCE

The Authority had been reviewed by the Wales Audit Office and had been invited to take part in a conference at Cardiff.

200 people had attended which comprised of a number of Chief Executives and Leaders. Councillor Farley had been invited to sit on a panel during the opening session to talk about a case study on the impact of scrutiny in Monmouthshire. Four Authorities were represented on the Panel, Swansea, Wrexham, Torfaen and Monmouthshire and Councillor Farley was the only elected member on the panel.

The following items were chosen to be discussed which included:

- (1) The scrutiny inquiry which had been chosen which involved a great deal of consultation with the public on Monmouthshire's aging population, with pre decision scrutiny stakeholders talking as part of Budden Crescent,
- (2) The call-in which also included public involvement on the allocation of a site for travellers. An example of how we allowed different stakeholders to speak, how we have engaged with the public and for scrutiny to be a mechanism for people to be involved in the council's decision making.
- (3) Joint scrutiny/collaborative scrutiny – Prosiect Gwrdd, first in wales, quite a role in scrutiny in Monmouthshire.

The Scrutiny Manager had delivered the workshop on successful collaborative scrutiny, using Prosiect Gwyrdd as the case study.

Budget scrutiny across Wales had been discussed. There would be a meeting of all select committees on the 29th January to discuss the entire budget. The Authority had been approached by the WAO and centre for public scrutiny to share Monmouthshire's experience of public engagement and a short resume of the overall process had been well received.

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Feedback received had been very encouraging.

7. COUNCIL BRIEFINGS/SEMINARS

The current programme was noted for information.

8. ITEMS RAISED BY MEMBERS

Williams Review

Members were encouraged to read the summary of the Williams Review, which included the recommendations for public services across the whole of Wales. The main part focussed on the merger of authorities which were aimed at reducing the number of authorities to 12, 11 or 10 with a recommendation that Newport and Monmouthshire would merge.

Paul Williams was recommending that the whole process should be completed within three to five years, however, it was unclear at this point what the First Minister's view of the commission's report was.

It was expected that there would be significant consultation should the Minister decide to proceed with the review's recommendations and it was important to not be distracted at this time but to continue delivering services as normal.

9. REFERENCES FROM COMMITTEES

None.

The meeting ended at 11.48 a.m.

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Item	Background Detail	Reporting Arrangements
Standard Items:		
<p>Area Updates</p> <p>Coordinating Board Referrals</p> <p>Work Programme Review</p>	<ul style="list-style-type: none"> • To receive updates from the Area Services Officer on area issues to inform and enable Members in their constituency roles and to assess the success or otherwise of both Authority and partner organisation activities and give feedback where appropriate. To receive relevant updates in the area from Service Heads. • To receive feedback from the Chairman on referrals from the Coordinating Board. • For Members to receive the Central Monmouthshire Area Committee Work Programme and contribute to a forum session to consider any future Task and Finish Group projects to add value to the work of the Committee at a local level whilst having benefit to service delivery countywide. Consideration to be given to how any potential projects could engage with the community, local interest groups and Town and Community Councils to be identified. To continually review the work programme of the committee. 	<p>Ongoing</p> <p>Ongoing</p>
Current & Ongoing Work Programme Items:		
<p>Car Parking</p> <p>A Boards</p> <p>Work Programme Planning</p> <p>Monmouth Links Project</p>	<p>To Consider detail surrounding the consultant report Review of Car Parking in Monmouthshire with regard to Central Monmouthshire.</p> <p>To report back on progress with regard to concerns on A Boards within Monmouth.</p> <p>Following discussions held in the June meeting, for Members to identify community groups that they would like to invite to the Area Committee and to discuss how the Work Programme and venues can be planned to engage with communities.</p> <p>To receive information on the progression of the Monmouth Links Project in order to feed comments back to the Forum on the scheme.</p>	<p>March 2014</p> <p>March 2014</p> <p>Ongoing</p> <p>Ongoing</p>

Central Monmouthshire Area Committee Work Programme

Burial Space	To keep Members informed on progress with regard to identifying any suitable burial space within Central Monmouthshire and to provide information on any Cabinet decisions made with regard to this issue.	Ongoing
Allotments	Reporting on issues surrounding maintenance and administration of allotments in the locality.	Ongoing
Community Safety Action Team	To receive updates on the local Community Safety Action Team's work and have an opportunity to feed information via the Area Committee of any local issues of concern.	Ongoing
Monmouth Town Partnership and Rural Forum	Information and reports from the Monmouth Town Partnership and the Rural Forum to assist Members to assess and monitor community reaction to a range of local issues.	Ongoing
Gateway Project	To receive updates on the old Monnow Bridge and surrounding area and keep a watching brief on developments on the adjoining public space.	Ongoing
Air Quality in Usk	Members to be informed of progress with air quality issues through the town of Usk.	Ongoing