

5<sup>th</sup> June 2014

**Notice of meeting:**

**Lower Wye Area Committee**

**Wednesday 11<sup>th</sup> June 2014 at 10.00am**

**Village Hall, Caerwent, NP16 6JN**

**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.	Election of Chairman.
2.	Appointment of Vice Chairman.
3.	Apologies for Absence.
4.	Declarations of Interest.
5.	Public Question Time.
6.	To confirm and sign the minutes of the Lower Wye Area Committee meeting held 19 <sup>th</sup> March 2014 (copy attached)
7.	To receive an update on preparations for the NATO summit, from Gwent Police.
8.	To consider the Area Services Officer updates report (copy attached).

<b>9.</b>	To review the future work programme for the Lower Wye Area Committee (copy attached).
<b>10.</b>	To consider the timing of future Lower Wye Area Committee meetings.
<b>11.</b>	To note the future dates of Lower Wye Area Committee meetings: <ul data-bbox="304 465 817 584" style="list-style-type: none"><li>• 10<sup>th</sup> September 2014 – 10.00am</li><li>• 11<sup>th</sup> February 2015 – 10.00am</li><li>• 29<sup>th</sup> April 2015 – 10.00am</li></ul>

**Paul Matthews**

**Chief Executive**

# MONMOUTHSHIRE COUNTY COUNCIL

## CYNGOR SIR FYNWY

### THE CONSTITUTION OF THE LOWER WYE AREA COMMITTEE IS AS FOLLOWS:

County Councillors: D. Batrouni  
D.L.S. Dovey  
G.L. Down  
P. Farley  
R.J.W. Greenland  
P.A.D. Hobson  
P. Murphy  
A.C. Watts  
A.E. Webb

## Aims and Values of Monmouthshire County Council

### Sustainable and Resilient Communities

#### Outcomes we are working towards

##### **Nobody Is Left Behind**

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

##### **People Are Confident, Capable and Involved**

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

##### **Our County Thrives**

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

#### Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation

#### Our 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 Lower Wye Area Committee held at  
Mathern Village Hall  
on Wednesday 19<sup>th</sup> March 2014 at 10:00am**

**Agenda Item 6**

**PRESENT:** County Councillor: A. Webb (Chairman)

County Councillors: D.L.S. Dovey, G.L. Down, P.S. Farley, A.C. Watts and A.E. Webb

County Councillor V.E. Smith was also in attendance at the meeting.

**OFFICERS IN ATTENDANCE:**

Ms A. Perrin	-	Car Parking Manager
Mr R.Hoggins	-	Head of Operations
Mr W.Mclean	-	Head of Policy and Partnerships
Mr M. Lloyd	-	Welcome Monmouthshire Project Officer
Mrs E. Tapper	-	
Democratic Services Officer.		

**ALSO IN ATTENDANCE:**

County Councillor V.E. Smith

Ms M. Lewis	-	Vice President, Chepstow Rotary Club
Press		

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor R.J.W. Greenland and P. Murphy.

**2. DECLARATIONS OF INTEREST**

County Councillor D.L.S. Dovey declared a personal, non – prejudicial interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of spouse of Chepstow Town Councillor (Minute item 6: Managing Our Highways – Consultation Progress; Pembroke Primary School signage)

County Councillor P. Farley declared a personal, non - prejudicial interest pursuant to the Members Code of Conduct Local Government Act 2000 within the capacity of spouse of Governor at Pembroke Primary School.(Minute item 6: Managing Our Highways – Consultation Progress - Pembroke Primary School signage)

County Councillor A.C. Watts declared a personal, non – prejudicial interest pursuant to the Members Code of Conduct, Local Government Act 2000 within the capacity of Town Councillor and small business owner. (Minute item 6: Managing Our Highways Consultation Progress)

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### **3.PUBLIC OPEN FORUM**

The Chairman welcomed Ms M. Lewis, Vice President, Chepstow Rotary Club, to the meeting.

We heard that Chepstow Rotary Club were investigating the possibility of a “Tree of Light” which would attract annual donations for charitable causes, community project and volunteer groups such as Mencap and the redesign of the Bulwark Scout Hut.

The chosen tree was located at the entrance to Nelson Street and would be lit with 500 to 1000 lights for three weeks prior to Christmas but would be separate to the normal town Christmas lights. Mr Roger Joy, Monmouthshire County Council confirmed that it was feasible to run a 10m power supply around the base of the tree.

Businesses and individuals would be asked to sponsor the tree in celebration or in memory of a loved one.

Chepstow Rotary Club has received a quotation for the illumination of the tree and the removal of the lights and two were pending. The estimated cost was £2500.

Ms Lewis requested that Lower Wye Area Committee considers offering a grant to Chepstow Rotary Club to commence the project in December 2014.

During consideration of the request the following issues were raised:

- Concern was expressed regarding the tree’s potential to distract drivers using the A48 and at the junction to Nelson Street Car Park when illuminated. Ms Lewis agreed to verify the legality and road safety issues of this with the Traffic and Networks Manager.
- Concern was expressed that a “Tree of Light” could encourage vandalism.
- Members expressed support for the symbolism and the intended impact of the tree provided that road safety was not compromised.
- Ms Lewis stated that there was no suitable alternative location for the tree as it needed to be in a prominent position to raise money and interest.
- The Car Park Manager would be in a position to confirm ownership of the tree in due course.
- Members informed the Rotary Club that the Area Committee could only contribute to the capital purchase of the lights and suggested that consideration should be given to purchasing the most efficient LED lights.

We resolved to reconsider the application upon confirmation of ownership of the tree and clarification of road safety issues.

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Mathern Village Hall  
on Wednesday 19<sup>th</sup> March 2014 at 10:00am**

#### **4. CONFIRMATION OF MINUTES**

We resolved to confirm the minutes of Lower Wye Area Committee held on Wednesday 11<sup>th</sup> December 2013 as an accurate record and were signed by the Chairman subject to the following highlighted addition:

#### **Area Services Officer Various Updates – Signage to Chepstow Rugby Club, page 4:**

*The Committee requested that the Area Services Officer liaise with the relevant Cabinet Member with a view to providing Chepstow Rugby Club with the requested signage **immediately**.*

#### **5. CHEPSTOW TOWN ENTRY SIGNS**

We welcomed the Welcome Monmouthshire Project Officer to the meeting.

We received some visual examples of possible enhancements to the four entry signs to Chepstow town, 3 of which are located on trunk roads. Enhancements could include options such as the inclusion of Fair trade and Transition Chepstow, town twinning information and “Walkers Welcome” with funding, estimated at £3000, provided by the Rural Development Plan’s “Welcome Monmouthshire” project.

We welcomed notice that the views of stakeholders had been sought to ensure any decisions regarding additional messages, logos, to be included on the signage were informed.

From a survey of Area Committee members, results produced an equal split of those who preferred to see the town twinning information as well as “Walkers are Welcome” and those who wished to see the town twinning information plus more than one other message.

We acknowledged that all signs must be bilingual and there would be practical difficulties if all information was for display on the signage.

The Committee considered the visual examples and in so doing commented that:

The signage would need to be adaptable for change given that Fair trade recognition is subject to annual review.

Signage should not be too cluttered to maximise impact and to avoid distracting road users.

Recognition that Chepstow marks the beginning of the coastal walk should be incorporated on entry signs.

Changes to signage should be discussed with Chepstow Town Council.

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The Welcome Monmouthshire Project Officer advised Members that as part of the Authority's commitment to Whole Place Planning a welcome message for Chepstow would be formulated in due course.

The Committee resolved therefore to delay enhancements/changes to entry signage pending the outcome of Whole Place Planning.

The Chairman expressed thanks to the Welcome Monmouthshire Project Officer for his continued efforts.

## **6. MANAGING OUR HIGHWAYS – CONSULTATION PROGRESS**

We received an update on the consultation work undertaken to date regarding options for the future management of street furniture and introducing advertising on the public highway from the Head of Operations.

The Head of Operations informed Members of the following key issues:

Uniform implementation of the existing street furniture policy had proven difficult. Policing of the existing policy was sporadic with wide variation between the Authority's towns.

The visually impaired and those registered disabled oppose too many obstructions on the highway.

Alternative methods of street furniture management had been researched and draft proposals considered within the forum of an officer/member working group. The revised management option would allow negotiations with individual properties with licences issued by outlet. This would create an administrative need of 2 - 3 days per outlet and the work would be chargeable. Members noted the indicative costs provided.

The budget for 2014/15 assumes income arising from advertising on the public highway.

The commercial sector had expressed concern that changes to the management of street furniture was simply a further means of income generation. This view was echoed by some members of the Area Committee who stated that whilst repeat offenders should be challenged the revised policy did not support entrepreneurship.

The Committee felt that charity banners should not be chargeable and that charitable organisations and political parties should be permitted to erect street furniture or signage free of charge.

Advertising on the public highways was received positively by the Committee. Members felt that the impact on an outlet's commercial viability would need to be assessed against issues of highway littering and controls would be required to restrict the size and number of advertisements and to prevent distracting road users.

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Sponsorship of floral displays on the Authority's roundabouts was considered as a positive method of advertising.

County Councillor D.L.S Dovey commented that the fencing on High Beech roundabout required repair following damage caused by the erection of signage. The Democratic Services Officer agreed to progress this with Mark Youngman.

The Head of Operations welcomed the comments and advised Members that feedback received from interested bodies would be incorporated into a future report for scrutiny by Strong Communities Select Committee.

We resolved to note the interim report.

County Councillor P. Farley expressed grave concern regarding the Authority's apparent reluctance to provide adequate signage to Pembroke Primary School particularly important for access by emergency vehicles. County Councillor D. L.S. Dovey supported this and requested prompt remedial action.

## **7. MCC CAR PARK REVIEW**

We welcomed the Car Park Manager to the meeting. The Head of Operations and the Car Park Manager presented the consultant's report, which had been compiled following a review of car parks in Monmouthshire.

Parsons Brinkerhoff had carried out the car park study at a cost of £28125. The report was previously considered on 20<sup>th</sup> February 2014 by the Economy and Development Select committee and whilst general recommendations were discussed, it was agreed that specific area issues should be considered by the relevant area committee and comments reported back to the Select committee.

The review identified that Pay and Display machines required updating, some car parks were poorly maintained with poor signage and existing short/long stay car parks had not been effectively managed enabling people to feed the meters, by topping up valid tickets.

There was a requirement to update and simplify the charging regime. It was suggested that existing pay and display machines be replaced, due to their age and lack of availability of spare parts. The report recommended that machines were replaced with fully networked models, which would allow information to be fed back in real time.

The report proposed unique charging regimes to reflect the needs of the individual towns.

The following proposals were made in relation to Chepstow:

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- Sunday charging to be introduced for car parks not in close proximity to places of worship. Opposition to the proposal was expressed.
- Evening charges to be introduced. Concern was expressed that this would adversely affect the café culture within the town. Rounding up charges was not considered appropriate given the adverse economic climate in which businesses were operating. Members questioned whether the cost of monitoring evening charges would outweigh the income generated.
- Blue badge holders to be charged for parking. Members expressed concern that this could be viewed as discriminatory
- The Committee unanimously supported the first hour free proposal stating that it would increase foot fall in the high street. It was suggested that free weekend parking during the run up to Christmas be implemented
- Charges to be introduced at Station Road Car Park between the hours of 9am – 5pm Members expressed the need for Station car park to be for the exclusive use of station users until the site is re – developed. It was essential to promote rail travel within the Authority.
- The Seven Bridge Car Park is under – used. Members requested that consideration be afforded to providing a subsidy to the Seven Bridge Social Club to operate the car park. We were advised that the club had recently given notice to the Authority as the club planned to develop the site and therefore the facility was likely to be lost. The Authority is currently leasing the car park on a month by month basis.
- Re - classification of Nelson Street and Welsh Street to short stay car parking.
- Concern was expressed regarding inconsistent charges for car parking across the Authority and within Chepstow itself.
- Members requested that the potential for Chepstow Racecourse to be utilised as a park and ride facility be explored.

The Area Committee resolved to provide feedback to Economy and Development Select Committee and expressed thanks to the officers present.

## **8. CITIZEN ENGAGEMENT AND THE FUTURE OF AREA COMMITTEES**

We welcomed the Head of Strategic Partnerships to the meeting in order to canvass members' views regarding the most effective use of Area Committees. During consideration of the benefits of area committees and how they could be adapted or improved the following issues were raised:

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- Area Committees provide a valuable opportunity for the public to speak to local members.
- Public attendance varies between areas. Members felt that public attendance was determined by the local significance of the agenda items. Members felt that there was a need to advertise Area Committees more widely.
- Engagement needs to be embedded; meetings should be mobile and timings flexible to accommodate all sections of the community and to maximise attendance.
- Concern was expressed regarding the lack of Cabinet Member attendance at Area Committee, which could have a negative impact on the Committee's outcomes.
- Potential exists for Area Committee work to link with Whole Place Planning to ensure that elected members and the public are kept informed. Improved coordination between interested bodies would be essential to improve focus for area based issues.
- Members expressed a desire to canvass the views of town and community councils regarding the benefit of Area Committees.
- Existing Area Committee naming conventions heightened the distance of the public from Area Committees.
- The buddy arrangement needs to be utilised to ensure that members of town and community councils can participate fully in debates.  
If Community Councils were to merge this could reinforce their status and reduce silo working. Members felt that it was important not to underestimate the role of smaller individual forums.

The Head of Strategic Partnerships stated that it may be necessary to review the constitution in terms of the role and function of Area Committees and to consider issues of alignment. Area Committee papers should be issued on a timely basis to all relevant stakeholders and interaction with town and community councils strengthened.

The Chairman thanked the Head of Strategic Partnerships for his attendance.

## **9. AREA SERVICES OFFICER – VARIOUS UPDATES REPORT**

We received the updates report of the Area Services Officer and in so doing we noted the following:

- **Chepstow Marketing Group**

The Marketing Group met on 4<sup>th</sup> March 2014. We noted that the first monthly pedestrianisation of the High Street would be delayed until April. The Marketing Group had created its own Facebook page and a revision of the town map was imminent.

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- **Lower Wye Community Safety Action Team**

The group met on 6<sup>th</sup> March 2014. We welcomed an 8.3% reduction in crime during the current year but shoplifting from larger shops and supermarkets was of particular concern.

We also noted that the Street Pastors were considering a change to their current base possibly to Thomas Street.

- **Joint Rail Transport Working Group**

A meeting of the Working Group would be held on 18<sup>th</sup> March to discuss the Group's transformation into a countywide strategic group.

- **South Monmouthshire Flood Forum**

We were advised that the Flood Forum would meet in May/June 2014. A meeting could not be arranged in January 2014 given budget congestion in the Council diary.

- **Air Quality Steering Group**

The Air Quality Steering Group previously met on 20<sup>th</sup> November 2013 with the group's next meeting scheduled for 26<sup>th</sup> March 2014. We noted that the final air quality readings for 2013 should be available by the end of March.

- **Community Liaison Committee (The Charter)**

A meeting of the Community Liaison Committee was held on 6<sup>h</sup> February 2014. Members noted the appended minutes.

County Councillor P. Farley requested clarification of town and community council representation on the Community Liaison Committee. We noted that County Councillor G.L. Down represents Lower Wye on the Committee.

- **MOD Community Covenant**

Members were reminded of the grants which could be made available to local community groups via the Community Covenant.

- **Chepstow Bus Station Toilets**

We noted that £14 028 allocated by the Area Committee had been transferred to the Town Council to facilitate the opening of the public toilets at Chepstow Bus Station, anticipated for early April.

- **Signage to Chepstow Rugby Club**

The Welcome Monmouthshire Project Officer had visited the Rugby Club to provide advice on completing the application form and plans indicating intended signage locations. Signage required on the A48 at Bulwark Corner is under the jurisdiction of the South Wales Trunk Road Agency and would require separate consent. A response from Chepstow Rugby Club was yet to be received.

- **Cycling Events**

We noted that Monmouthshire would be holding the National Cycling Championships between 23<sup>rd</sup> and 29<sup>th</sup> June 2014 with events passing through the Lower Wye area.

- **Chepstow Walking Festival**

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We noted that the Festival would take place from 12<sup>th</sup> to 14<sup>th</sup> April 2014.

- **Flea Market**

We welcomed notice that planning was underway for a "flea market" to be held on 28<sup>th</sup> June 2014 which would encompass Chepstow town.

- **Environment/Capital Funds**

The Committee agreed to unanimously to ratify its previous decision and to award funding as follows:

St Thomas A Beckett Church, Wolvesnewton	£1317
1 <sup>st</sup> Bulwark Guides	£395
St Arvans Baby and Toddler Group	£286
St Mary's Church, Llanvair Discoed	£658
Caerwent Community Centre Committee	£329

We welcomed notice of an expression of thanks from Mathern Football Club for funds allocated at the previous meeting of Lower Wye Area Committee.

#### **10. COORDINATING BAORD FEEDBACK**

We noted the minutes of the meeting of Coordinating Board held on 21<sup>st</sup> January 2014.

#### **11. LOWER WYE AREA COMMITTEE WORK PROGRAMME 2013-14**

We noted the contents of the work programme and resolved that the programme should be reviewed for 2014/15.

#### **12. TIME AND DATE OF NEXT MEETING**

We noted that the next meeting of Lower Wye Area Committee would be held on Wednesday 11<sup>th</sup> June 2014.

**The meeting closed at 12:20am**

# MONMOUTHSHIRE COUNTY COUNCIL REPORT

Agenda Item 8

<b>SUBJECT:</b>	<b>Various Updates</b>
<b>MEETING:</b>	<b>Lower Wye Area Committee</b>
<b>Date to be considered</b>	<b>11<sup>th</sup> June, 2014</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>
<b>1. <u>PURPOSE</u></b>	
To update the Lower Wye Area Committee Members on the progress of the following issues :-	
<ul style="list-style-type: none"><li>• Shirenewton Community Council Representation at Area Committee</li><li>• Damage to Chepstow Cemetery Perimeter Fence</li><li>• Chepstow Marketing Group</li><li>• Lower Wye Community Safety Action Team</li><li>• Joint Rail Transport Working Group</li><li>• South Monmouthshire Flood Forum</li><li>• Air Quality Steering Group</li><li>• Community Liaison Committee</li><li>• Chepstow Bus Station Toilets</li><li>• Cycling Events</li><li>• Environment/Capital Funds</li></ul>	
<b>2. <u>RECOMMENDATIONS</u></b>	
<ul style="list-style-type: none"><li>• To note all updates</li><li>• To consider the application for funding</li></ul>	
<b><u>REASONS</u></b>	
<b><u>Shirenewton Community Council Representation at Area Committee</u></b>	
The Area Services Officer has been informed that Beverley Moore will – in future – represent Shirenewton Community Council at Area Committee meetings.	
<b><u>Damage to Chepstow Cemetery Perimeter Fence</u></b>	
A recent road traffic accident resulted in damage to the fencing and supporting posts near the entrance to the “new” cemetery on Mathern Road. The Police were called to the scene to deal with the incident. It is anticipated that a full repair will have been undertaken by week ending 6 <sup>th</sup> June.	
<b><u>Chepstow Marketing Group</u></b>	
The Marketing Group most recently met on 6 <sup>th</sup> May. There are no issues which need to be reported to the Area Committee at this stage.	
The next meeting is scheduled for 10th June. A verbal update can be provided at the meeting on 11 <sup>th</sup> June.	
<b><u>Lower Wye Community Safety Action Team</u></b>	
The Lower Wye CSAT most recently met on 29 <sup>th</sup> May. No in depth discussion on current issues was possible because of poor attendance. The issue of poor attendance adversely affecting meaningful partnership working is to be raised in the appropriate forum.	

### **Joint Rail Transport Working Group**

Members will be aware of the intention to transform this Group into a countywide strategic transport group. An individual Cabinet Decision published on 28<sup>th</sup> May recommended a strategic transport group and the disbanding of the existing working group. At the time of writing, the period of possible "call in" still applies.

### **South Monmouthshire Flood Forum**

It is a considerable time since the previous meeting but the next meeting will be held at 10am on Monday 16th June. The agenda will be circulated during the previous week.

### **Air Quality Steering Group**

No meetings of the Air Quality Steering Group have taken place since the previously reported meeting in March. The Air Quality figures for 2013 have subsequently been made available and are appended for information.

### **Community Liaison Committee**

The most recent meeting of the Community Liaison Committee was held on 3<sup>rd</sup> April. Minutes are appended for Members' attention.

### **Chepstow Bus Station Toilets**

Members will recall that a contribution of £14,028 was made from the Area Committee budget toward the funding of public toilets in Thomas Street. Planning was granted on 14th May but condition 4 requires a license agreement under section 50 of the New Roads and Street Works Act 1991. It is not known how long that process will take. The Town Clerk recently met with the architect and QS to finalise the specification for the works. The whole scheme will go out to tender imminently, but works cannot start until the license agreement is in place.

### **Cycling Events**

As has been previously reported, Monmouthshire will be hosting the National Cycling Championships between 23rd and 29th June this year. It is hoped that Members will be very aware of the events through the publicity that has been undertaken and with the preparations that have been ongoing for several months.

Again, as previously reported, on 30<sup>th</sup> July, the Wales Open Criterium will bring a number of races to Chepstow itself, over the course of a few hours during the evening. This great spectacle will see riders lapping at high speed around the lower part of the town.

### **Environment/Capital Funds**

Members will be aware that the budget for the current financial year has been reduced from £15,000 to £5,000.

Just one application has been received for consideration. The application form from the **Chepstow and District Rotary Club** is appended. An amount of **£500** is applied for as a contribution toward the cost of a project being known as Chepstow and District Rotary Club Tree Of Light Project which is estimated to cost £4,500 in total.

Members are reminded that there will be just three more meetings during the current financial year, to allocate the budget.

Members are asked to note that a letter of thanks for financial support has been received from Thomas a Beckett Church, Wolvesnewton.

## **RESOURCE IMPLICATIONS**

Within budget.

**CONSULTEES**

Not appropriate.

**BACKGROUND PAPERS**

None.

7. **AUTHOR:** Alan Browne, Area Services Officer  
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### Chepstow Nitrogen Dioxide Levels 2007-2013

The Chepstow Air Quality Management Area was declared by Monmouthshire County Council in April 2007 due to an exceedence of the nitrogen dioxide objective level of 40ug/m<sup>3</sup> (micrograms per meter cubed). An Action Plan was written by the Chepstow Air Quality Steering Group to address this exceedence in August 2011.

Whilst there are background levels of nitrogen dioxide, the exceedence is being caused by traffic on the steepest part of the A48, Hardwick Hill.

A map of the Air Quality Management Area is shown in Figure 4.

Air quality monitoring has continued to be undertaken within the Air Quality Management Area and on its boundaries using passive diffusion tubes at 9 locations and an automatic continuous gaseous analyser (ML 2041 NOx Chemiluminescence Analyser) housed within the Air Quality Monitoring Station (AQMS). Table 1 lists the monitoring locations, and Figure 5 is a map of the locations.

The diffusion tubes are analysed on a monthly basis, whereas the automatic monitor in the (AQMS) continuously monitors air quality and provides hourly average data for not only nitrogen dioxide, but also PM10 and PM2.5 (which are pollutants that are also associated with vehicle emissions). This can be seen in real time on the Welsh Air Quality Forum website (<http://www.welshairquality.co.uk/>).

This briefing paper is a summary of nitrogen dioxide levels within the Chepstow Air Quality Management Area between 2007 and 2013.

Table 1 Monitoring locations and associated reference code

<b>Location</b>	<b>Reference</b>
38 Larkfield Park Chepstow	CH1
R/A Sign - Newport Road Chepstow	CH2
Wayside - Hardwick Hill Chepstow	CH3
2 Hardwick Hill - Chepstow	CH4
1 Ashfield House - Mount Pleasant	CH5
Hill House -Hardwick Hill Chepstow	CH6
2 Hardwick Terrace - Chepstow	CH7
Lamp post - Moor Street Chepstow	CH8
Restway Wall - Garden City Way	CH9
AQMS - Hardwick Hill Chepstow 1	AQ1
AQMS - Hardwick Hill Chepstow 2	AQ2
AQMS - Hardwick Hill Chepstow 3	AQ3

Table 2 shows the annual mean nitrogen dioxide levels at 9 diffusion tube locations (CH1-CH9) and the automatic monitoring station (AQMS – AA) between 2007 and 2013. The 2013 data is given with both the national Bias Adjustment Factor (BAF) and the local BAF derived from the Chepstow study.

Due to uncertainty with the results of diffusion tubes depending on which laboratory prepares and analyses them, all local authorities are required to apply a bias adjustment factor. This can either be a locally derived factor, which Monmouthshire undertakes by comparing the annual mean of three diffusion tubes located on top of the Chepstow Air Quality Monitoring Station, with the readings of the automatic analyser, or a national factor, which Monmouthshire feeds into by submitting its locally derived factor to the study. Each different laboratory will have a different bias adjustment factor. The national BAF tends to change at certain points in the year as more local authorities feed their data into the study. The first national BAF of the year is published in March and was derived from 24 studies. It will be updated again in July and September

The following tables and figures show that generally there has been an increase in nitrogen dioxide levels between 2007 and 2012. In 2012 seven of the 10 monitoring locations had the highest levels since 2007, whereas in 2013 all locations had lower concentrations, although two (CH4 and CH6) were still higher than the objective level.

Table 2 Annual Mean nitrogen diffusion data 2007-2013

	Annual Mean ug/m3 - Bias Adjusted							
	2007	2008	2009	2010	2011	2012	2013 NF	2013 LF
CH1	20	24	21	24	23	25	22	20
CH2	28	33	30	31	31	32	30	27
CH3	27	31	27	29	33	36	33	29
CH4	49	57	54	52	60	60	56	49
CH5	29	32	30	30	30	33	28	25
CH6	37	41	36	39	41	43	42	36
CH7	29	32	30	32	30	34	31	27
CH8	28	33	32	33	33	35	31	27
CH9	25	29	28	29	31	31	28	25
AQMS - AA	37	42	38	39	40	39	34	34
Objective Level	40	40	40	40	40	40	40	40
BAF	0.699	0.85	0.84	0.88	0.89	0.94	0.95	0.84
Red data indicates the highest reading at the location since 2007								
AQMS - AA - Data from the more accurate automatic analyser in the AQMS								
2013 NF	National Bias Adjustment Factor							
2013 LF	Local (Chepstow) Bias Adjustment Factor							

Figure 1

Annual Mean nitrogen dioxide trends by location 2007-2013

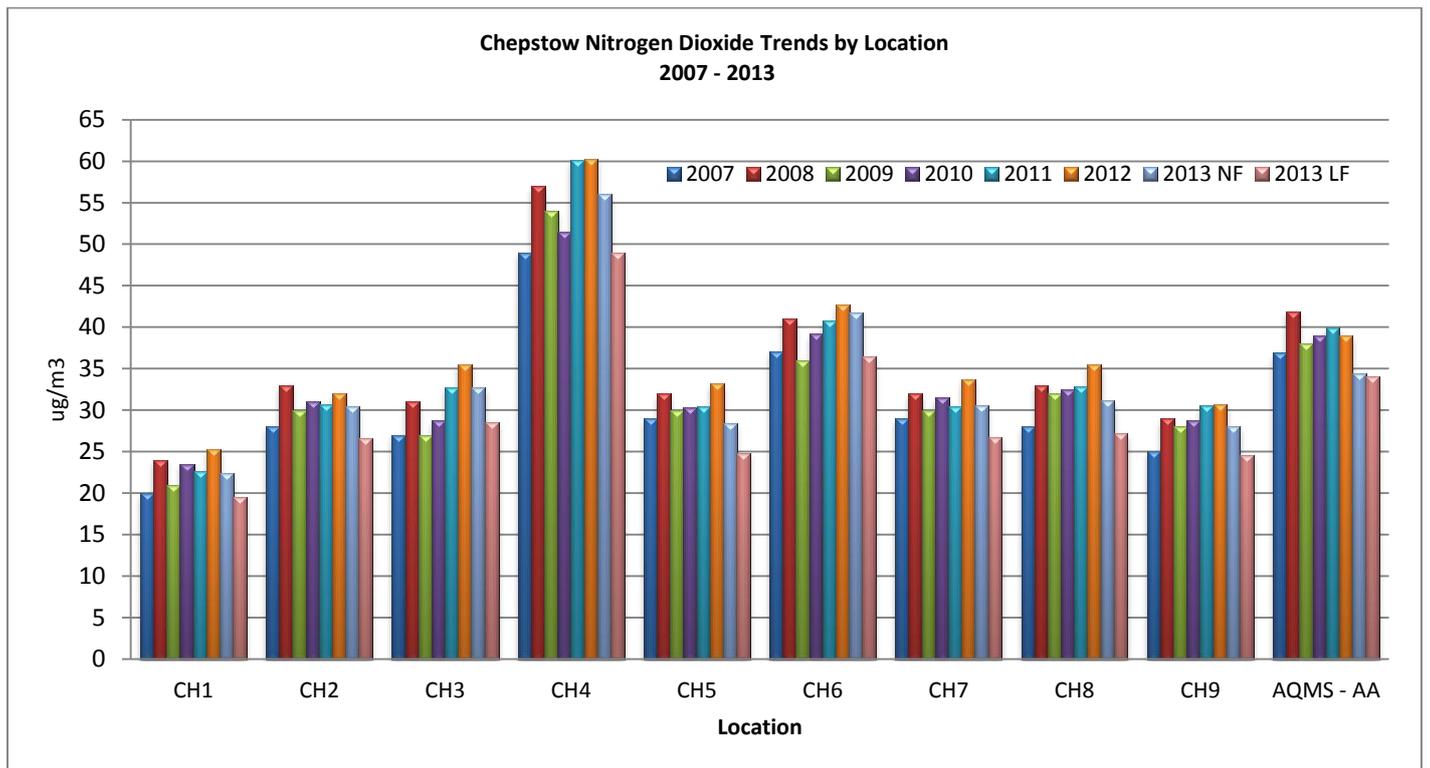
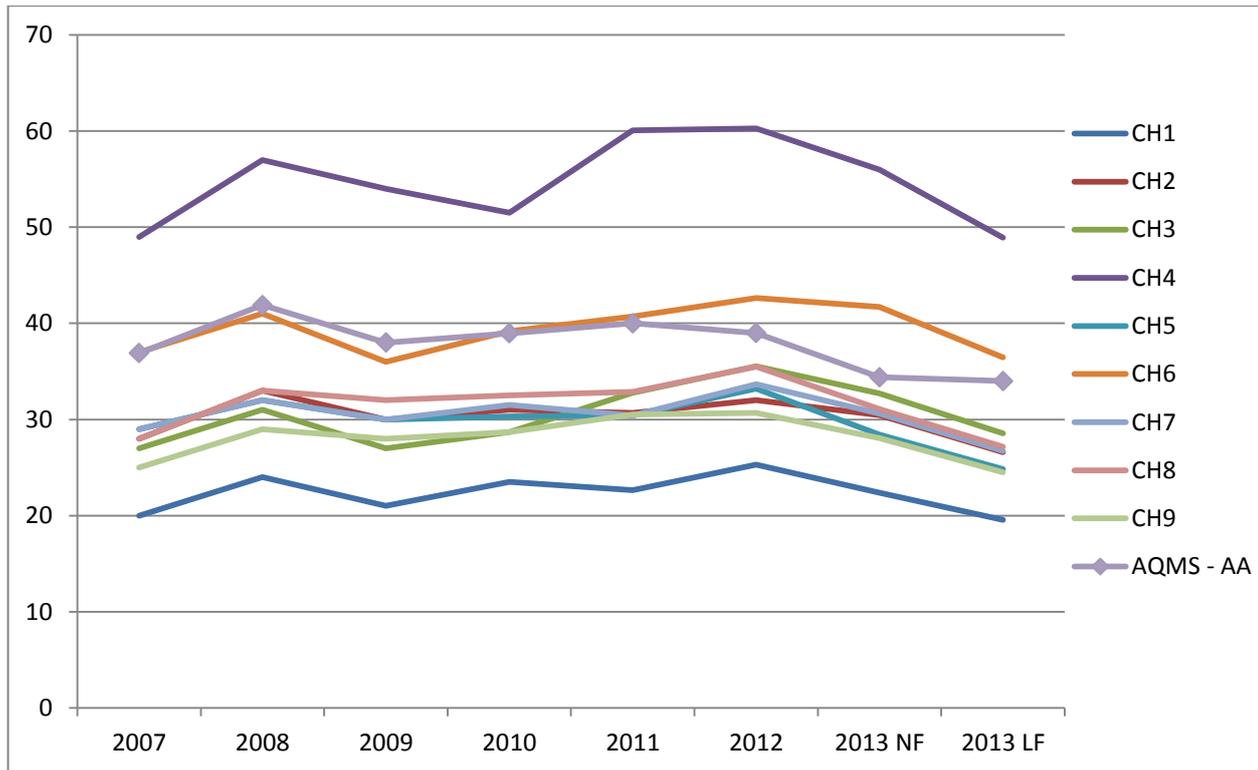


Figure 2

Nitrogen dioxide trends by year 2007-2013



## Monthly trends in diffusion tube monitoring 2013

The following table show the monthly diffusion tube data for each month at each location in 2013. The national BAF has been applied to each month's data.

The table can give an idea of seasonal trends. Generally higher levels and exceedence of the 40ug/m<sup>3</sup> level occurs in colder months (January – March & October-December). Red data show months where levels were above the objective level of 40ug/m<sup>3</sup>

Table 2 2013 Monthly data with National Bias Adjustment Factor (BAF) applied

Reference	2013 Monthly Bias Adjustment Factor (BAF) adjusted data												BAF	Avg
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec		
CH1	28	23	26	20	20	16	15	19	26	20	28	27	0.95	22
CH2	34	32	33	33	28	25	25	28	32	27	34	34	0.95	30
CH3	33	34	39	32	29	26	26	32	34	34	37	34	0.95	33
CH4	53	51	48	54	56	45	53	67	55	48	72	70	0.95	56
CH5	36	31	24	22	29	18	20	28	29	28	43	35	0.95	28
CH6	57	42	45	49	37	27	28	35	42	42	55	44	0.95	42
CH7	34	36	37	37	23	26	29	26	32	21	33	34	0.95	31
CH8	41	28	37	33	24	24	26	25	32	27	39	36	0.95	31
CH9	31	27	31	27	26	24	24	26	30	25	30	35	0.95	28

Figure 3 shows a selection of the above locations (CH1-CH5) as a line graph to better illustrate seasonal trends.

Figure 3 2013 Monthly data with National Bias Adjustment Factor (BAF) applied

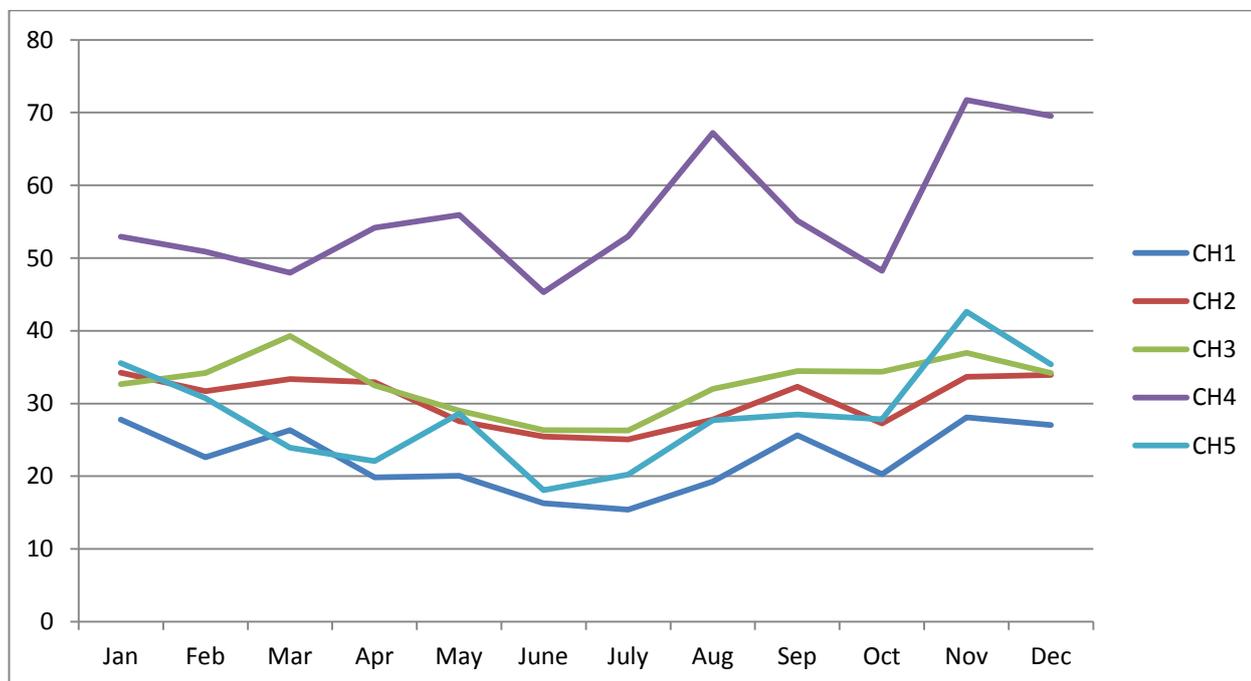
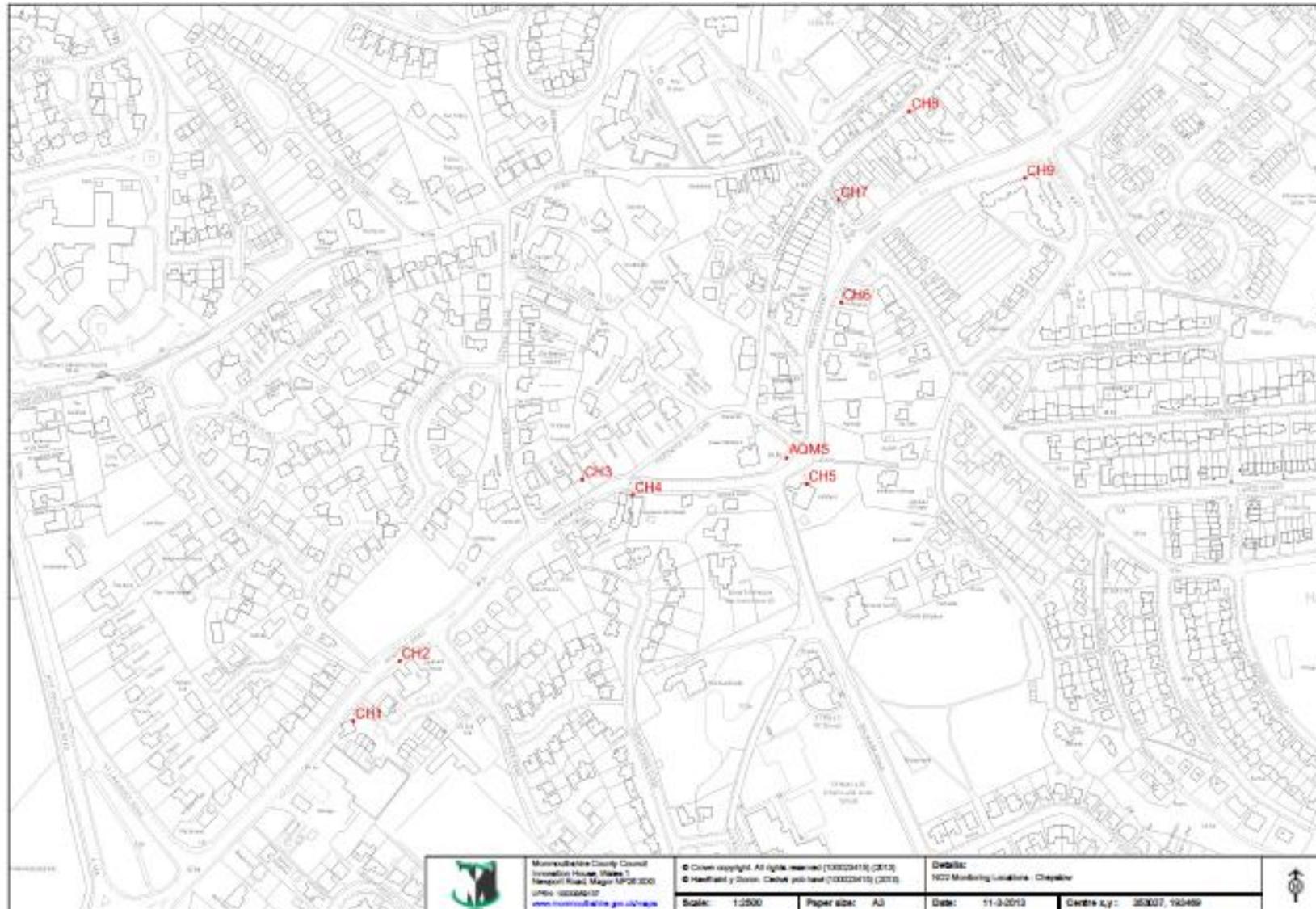


Figure 4 – Chepstow Air Quality Management Area Boundary



Figure 5 – monitoring locations



**Charter Liaison Group**  
**Usk – County Hall**  
**3<sup>rd</sup> April 2014**

**1.0 Those Present**

Cllrs:

Phyl Hobson	PH
Trevor Phillips (Chair)	TP
Helen Williams	HW
Roger Harris	RH
Keith Plow	KB
Nick Tatam	NT
Alan Davies	AD
Dave Evans	DE

Officers

Sharron Robinson	SR
Tom James	TJ
Debbie McCarty	DMc
Will McLean	WMc
Alan Browne	AB

Apologies

Martin Blakebrough

Peter Clarke

**2.0 Matters Arising**

There were no matters arising

**3.0 Customer Relations Manager**

Annette Evans – Monmouthshire County Council

Annette explained her role covering corporate complaints and social services. They take all comments, compliments and complaints

There is a 2 stage procedure.

The first stage is that once a complaint comes in they have 10 working days to respond and if MCC don't comply with this without the complainants agreement it can go to stage 2.

This is a formal stage – Annette appoints an investigating officer from another part of the council who is independent of the service. This person would investigate the complaint and write a report to say whether the complaint should or should not be upheld. It then goes to the head of the service where the complaint lies. The head of service will write a letter to the complainant with reference to the report. There are 20 working days to carry out the

investigations and the head of service has 10 working days to respond to the report. If the complainant is still not happy it could go to the Ombudsman who will decide if they will take the complaint on.

They also cover Social Services complaints and this is currently being changed to come in line with the corporate complaints

Annette discussed the number of complaints and compliments we receive and what the figures mean

Only 16 had gone on to formal complaints to the Ombudsman.

Most of the complaints we have received lately is about recycling and waste because of all the changes. Highways, and planning follow recycling and then traffic and networks.

Annette offered members leaflets on how to send in a compliment or complaint.

The information is available on line, people can email in or pick up a form from the One Stop Shops

HW had experienced problems with the link on the web site – Annette will check

KP Asked if complaints that go straight to departments go to Annette. Not always although they ask that they send the complaints onto them so we can log them.

How many complaints go to the Ombudsman. Annette explained that if we don't deal with complaints in our time scales we can be fined. Sometimes the Ombudsman will award a sum of money to the complainant

RH do you have comparative data on how we compare with other authorities?

Annette - We have lower complaints than our neighbouring authorities

RH constituents give councillors complaints that would never come to the department as they will have sorted them before this time.

Annette – some councillors will come in and complain on a residents behalf.

Definition of a complaint is:

Anything that anyone is not happy about and wants a response on

KB asked would we take complaints from a community council in the same way?

Annette said yes but she would have to know the nature of the complaint

An example was shared.

#### **4.0 The role of the Area Services Officers**

WMc explained that there has been a senior leadership restructure at the beginning of the year after the retirement of the deputy chief exec of the council.

This meant that some of the responsibilities were moved around. That as well as the budgetary constraints meant that it has affected the ASO role

A report went to cabinet yesterday.

WMc has enjoyed working with the ASO. They are now being reduced from 3 to 2 and transferred to the Enterprise Directorate

There role will be key in delivering Whole Place agenda. WMc explained that there will be a shift in the focus of their work and reflect the aspirations of the authority on the Whole Place development work.

WMC will still be responsible for Community and town councils area of work but Kellie Bierre and Roger Hoggins will have strong links as well.

KB – reduction from 3 to 2 how will the service be maintained.

WMC There will be an increased focus on area working across the authority. This has started to be reflected in Severnside with Whole Place. Markets remain unaffected.

The impact will be as minimal as it can be

DE feels it is a step back to cut staff. The ASO is always available and is a lifeline to communities.

WMC it was a difficult decision and it has to recognise where we are and how we deploy services given the budgetary constraints

RH said that he had indicated yesterday at cabinet – it is understandable that decisions are made but it is vital that if MCC is struggling then members need to know and stop them getting any worse.

Managers posts are being depleted all the time and we need assurance that problems will be shared.

WMC stated that significant challenges in the authority, in the forth coming period and we will need resources to cover those but have had to cut our cloth so to speak.

The relationship we have with C & TC's will continue to be important to

This group will be kept up with any changes with Whole Place approach

S R– more service delivery at local level is important and how we can have the relationship to be able to achieve this. The main strategic programmes must keep the C & TC's involved and informed.

HW a lot of the problems never get as far to the council as the ASO sorts that out at the forums. Where does the charter fit with this is ASO are not in WMC department.

PH Explained ASO move to Enterprise under Community Delivery. The policy side site with WMC who will still be responsible for charter work.

WMC the nature of the organisation is such that we won't be working in straight lines any more and will continue to work with people on shared importance. It should strengthen some of these links

TP if we are cutting down from 3 to 2 how will this be done.

WMC we are in a period of call- in at the moment and then the structures and changes will be made as soon as possible after that. The information will be sent out to C & TC's  
Members of the group thanked the ASO for their continued service over the years.

## 5.0 A.O.B.

KB asked about the devolution process. With reference to the letter from Roger Hoggins.

They really want detail before they can make a decision.

DE said that in his area they were forming a cluster to discuss services.

Roger Hoggins will be attending a meeting with them next week.

KB stated that is was still confusing

TP said they tried to do a cluster in Raglan area, because the other community councils are small they didn't want to join in so they now are going it alone.

TP explained how it was going to work.

SR shared some of the problems that OVW has experienced with devolution of services

WMC explained how Roger had rolled the devolution of services out.

Unless there has been an agreement already, there is no presumption that we will just pass over or stop a service. We recognise that some of the smaller community councils might not be in a position to take any services on. It is hoped that concerns are being addressed.

PH talked about the shared partnership approach with the Town Councils and CCTV service and how this worked. There are skill bases that want support, as well as mentoring and training that will become evident along the way and this will be offered to all C & TC's who want to get involved.

NT – we are assuming that if the CC can't run it any more and the TC won't take it on citizens could set up a CIC (Community Interest Companies) to run it themselves. To what extent should these people have a democratic interest?

PH In democracy you vote for public office holders every four years and we don't know what their skills set it. We have hundreds of volunteers in Monmouthshire helping,

Whole Place planning allows this to happen.

AB reminded members about the approach to the problems at Usk Island.

TP shared concerns about volunteers losing interest and then there aren't enough people to run the service.

SR says there is a liability with it that volunteers could walk away. At least with councils are fairly safe in that there will be a constant.

PH explained each voluntary organisation and the pattern they followed.

AD said they need extra advice because there is no appetite in their area to take on services. It is not as easy as just increasing the precept.

WMC we haven't foisted things on anyone. When councils are ready that will be the appropriate time to do it.

RH said that it has taken some time for C & TC's to get to grip with what is happening. MCC are happy to facilitate this change but as everyone knows time has been quite short to deliver this.

PH shared the challenge with the cut backs this year but cuts will continue for years to come. More council tax will have to be raised to cover services we need and we need to empower people to deliver services locally.

WMC Williams report will mean that we see a drive towards localism. England is achieving it and we need to be further on.

Date of next meeting 2<sup>nd</sup> October 2014



monmouthshire  
sir fynwy

## APPLICATION FOR FUNDING FROM LOWER WYE AREA COMMITTEE

### INTRODUCTION

The Lower Wye Area Committee has an annual budget of £5,000 which it distributes to community groups within the Lower Wye Area with a view to benefiting local communities. Groups can apply for funding from the budget by submitting this application form.

The Area Services Officer may be able to assist with advice on the completion of this application form and possibly, on additional, alternative sources of funding.

### CRITERIA

- The Area Committee is obliged to allocate its funds for items of capital expenditure (larger, longer lasting items) only. Applicants must also be able to demonstrate that the expenditure will be environmentally beneficial (the Area Services Officer can advise).
- The Committee is likely to look more favourably upon applications which demonstrate wider community benefit (wider than just for the group applying) and where there is a degree of match funding.
- The Committee will not consider more than one application per financial year.
- Applications from a Community/Town Council will only be considered when the expenditure falls outside its precept and for which there has been no budgetary provision.

### YOUR CONTACT DETAILS

**Name** Marian Lewis \_\_\_\_\_  
**Address** 274 North Road, Engine Common, Bristol, BS37 7LQ \_\_\_\_\_  
**Tel No** ① 01454 228176 \_\_\_\_\_ ② 07837 588362 \_\_\_\_\_  
**Email Address** marianjlewis@btinternet.com \_\_\_\_\_

### YOUR GROUP

**Name** Chepstow and District Rotary Club \_\_\_\_\_

**Purpose** Rotary is a 'service club' existing to provide service to others, promote integrity and advance world understanding, goodwill and peace. We raise money through community projects and events, to benefit local groups and overseas projects such as the Polio Eradication campaign.

**Main Activity/Activities** We organise annually a charity concert in Chepstow Castle for local music groups and choirs.

We are responsible for the torchlight Carol Service in Tintern Abbey each year.

We organise the Wye Valley Run – an annual classic car rally.  
We hold street collections for emergencies e.g. local flood relief.  
We assist in organising the Monmouth Raft Race, and the ‘Walk the Wye’ sponsored walk (for breast cancer).

All of the above have raised money, used as follows:

We have donated shelter boxes and water purification equipment to the Philippines tsunami relief.  
We have donated memory boxes for patients in Chepstow Hospital.  
We have made a substantial donation to the Noah’s Ark Fund (Children’s Hospital in Cardiff).  
We have put in 11 wells in a very poor community in Romania, to enable them to grow their own food and sell the surplus.  
We have bought equipment for local sports clubs.  
We have made substantial donations to the ‘End Polio Now’ campaign.

**Membership size:** 20 members \_\_\_\_\_

## **YOUR APPLICATION**

**Purpose of funding applied for:** We wish to start a ‘Tree of Light’ for Chepstow. A tree has been selected in a prominent position, and as many lights as we can afford will be set on it and lit for three weeks prior to Christmas. In the months leading up to Christmas we shall invite companies and individuals to ‘buy a light’, some perhaps in celebration of a family event or to commemorate the death of a loved one, and some just for the sake of donating to a good cause.

The tree selected is by St Mary’s Church at the entrance to Nelson Street Car Park, and we have been assured that a connection can be made to a nearby street lamp for a power supply.

This tree will be very brightly lit, and will be visible from a large section of the A48 passing the town, from the Tesco car park and from the Chepstow one-way system. It will therefore be a huge asset to the town – hopefully attracting more people into the town centre – and it will be sponsored by the community for the community. We have all necessary permissions from MCC departments and from SWTRA.

Donations will be made with application forms to be made available in some shops, the Library, Museum, TIC, One Stop Shop, and the local newspapers. It will be widely advertised and there will be a switch-on ceremony, separate from the main Chepstow Town Switch-on event.

This project becomes self-sustaining after 5 years, and all money raised (after costs) will be given to local charities – the amounts to be published locally. Please see attached draft business plan.

In order to start the project we need to buy the lights in advance, and we hope to add to the number each year, income permitting.

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### **Timescales for project**

**September - October 2014** - Preparation of advertising, address lists, application forms, arrangements for receipt of sponsorship money. Press releases.

**November 2014** – Launch advertising, distribute application forms via shops/pubs/hotels in Chepstow and via friends mailing list. Make forms available on website. Announce switch-on celebration to coincide with Community Carol Service in St Mary's Church 9<sup>th</sup> December.

**December 9<sup>th</sup> 2014** Switch-on lights. To remain on until early January.

**How will the project/expenditure benefit your local environment/community?**

1. The town of Chepstow will benefit from a stunning display of lights close to the A48 which will attract people to the town.
2. 'Purchasers' of the lights will be pleased to commemorate or celebrate a personal event in a tangible and beautiful way.
3. Charitable projects will be generously supported locally and nationally.

**How many will benefit?** The beneficiaries could run into thousands. \_\_\_\_\_

**Total cost of project / planned expenditure** £4,500 \_\_\_\_\_

*(Please attach any breakdown of costs)*

**FUNDING**

	£	
<b>Your contribution</b>	<b>500</b>	
<b>Other sources</b>	<u>1,000</u>	Barclays Bank Community Grant (confirmed)
<i>Please detail in space</i>		
<i>Provided (opposite)</i>	<u>500</u>	Chepstow Town Council (decision awaited) _____
	<u>500</u>	Rotary District 1100 Community Grant (awaited)
	<u>500</u>	Welsh Churches Fund (awaited)
	<u>1,000</u>	New Grove Trust (Grant or Loan)
<b>Amount applied for</b>	<u><b>500</b></u>	
<b>TOTAL</b>	<u><b>4,500</b></u>	<i>(Should equal total costs, above)</i>

**OTHER DETAILS**

- Along with this application, please provide a copy of a recent bank statement for your group.
- If your application is successful, payment will be made via a BACS transfer. The details will be taken from the bank statement that you provide.
- In accepting funding from the Area Committee, there is an expectation that you will provide the Committee with an update of your project within six months of receipt of the funding and copies of receipts for items listed within the application.
- If you have not used the allocated funding (for the agreed purpose) within twelve months of receipt, there is an expectation that you will return it to the Area Committee for re-allocation.
- That – if your application is successful – the County Council and Area Committee's contribution must be evident in any publicity relating to the project/expenditure.

In the event of a successful application, I agree to the terms in "Other Details" (above)

Name: Marian Lewis \_\_\_\_\_ Signed MJ Lewis \_\_\_\_\_

Position: Senior Vice President \_\_\_\_\_

Item	Background Detail	Reporting Arrangements
<b>Standard Items:</b>		
<b>Area Update</b>	To receive the Various Updates report from the Area Services Officer	Ongoing
<b>Coordinating Board</b>	To receive feedback from the Chairman on referrals from the Coordinating Board	Ongoing
<b>Working Groups:</b>		
<b>Flood Forum</b>	<ul style="list-style-type: none"> <li>• The Flood Forum Working Group has been established and will report to both the Lower Wye Area Committee and Severnside Area Committee on flood management and related issues in Lower Wye and Severnside areas, in conjunction with strategies of the Environment Agency and Welsh Water.</li> <li>• Working group was reappointed at the Lower Wye Area Committee meeting on 11<sup>th</sup> July 2012.</li> </ul> <p style="text-align: center;"><u>Members of this Working Group:</u> County Councillors: D.L.S. Dovey G.L. Down A. Easson D.J. Evans R.J. Higginson P. Murphy</p>	Progress will be reported at each Lower Wye Committee and Severnside meeting.
<b>Rail Transport Working Group</b>	<ul style="list-style-type: none"> <li>• Established as Joint Working Group between Lower Wye and Severnside to meet and devise strategy in order to improve train services of three separate franchises.</li> <li>• Working group was reappointed at the Lower Wye Area Committee meeting on 11<sup>th</sup> July 2012.</li> </ul>	Progress will be reported at each Severnside and Lower Wye Area Committee meeting.

	<p><u>Members of this Working Group:</u>                  County Councillors: D.L.S. Dovey                  A. Easson                  P.S. Farley                  L. Guppy                  F. Taylor                  Vacancy (To be filled by Lower Wye AC)</p> <p>D. Flint (STAG)                  P. Inskip (STAG)                  C. James (STAG)                  J. Jenkins (BT4C)                  M. Youngman – Transport Policy and Compliance Manager</p>	<p>Response to consultation to be prepared by the Transport Policy and Compliance Manager – by end March 2012.</p>
<b>New Work Programme Items:</b>		
<p><b>Vacant Properties</b></p> <p><b>Partnership Strategies and the Community Strategy</b></p> <p><b>Impact of Changes in Housing Benefit System</b></p> <p><b>Chepstow Rail and Bus Interchange</b></p>	<ul style="list-style-type: none"> <li>• Recommendations regarding Vacant Properties, of the Central Monmouthshire Area Committee, considered by Lower Wye. Further discussions would be held regarding whether Town and Community Councils would be contacted in relation to empty properties.</li> <li>• To host a consultation event regarding the Partnership strategies and Community Strategy.</li> <li>• Information on impact of Changes presented to Lower Wye Area Committee on 20<sup>th</sup> March 2013.</li> <li>• Regular update report to be on each Lower Wye Area Committee Agenda from July 2013</li> </ul>	<p>Update presented to Lower Wye AC 20<sup>th</sup> March 2013.                  Further Updates as and when necessary</p> <p>TBC</p> <p>Further reports as and when necessary</p> <p>Ongoing</p>

<p><b>Air Quality Management in Chepstow Area</b></p> <p><b>Whole Place Plan</b></p> <p><b>Chepstow Town Signs</b></p>	<ul style="list-style-type: none"> <li>• Regular update report to be on each Lower Wye Area Committee Agenda from July 2013.</li> <li>• Further detailed discussion when out come of Welsh Government Study of the A48 through Chepstow (Study scheduled to be completed by the end of December 2013)</li> <li>• Presentation by Will McLean on achievements of plan and its potential for being extended to the Lower Wye Area</li> <li>• Further report and visual presentation by Mark Lloyd</li> </ul>	<p>Ongoing</p> <p>Area Committee meeting 29<sup>th</sup> January 2014</p> <p>Area Committee January or March 2014</p> <p>Area Committee January or March 2014</p>
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