

# Public Document Pack



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Rhadyr  
Usk  
NP15 1GA

Wednesday, 21 September 2016

## Notice of meeting / Hysbysiad o gyfarfod:

### Lower Wye Area Committee

Thursday, 29th September, 2016 at 10.00 am,  
Chepstow Town Council Offices

## AGENDA

Item No	Item	Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Public Open Forum	
4.	To receive the minutes of the meeting held on 15th June 2016	1 - 6
5.	Highways Update: <ul style="list-style-type: none"><li>• Chepstow Link Road</li><li>• New Development – Traffic Plans</li></ul>	
6.	Chepstow Tourist Information Centre Update	7 - 10
7.	Community Governance Report <ul style="list-style-type: none"><li>• Community Hub Update</li><li>• Whole Place Update</li></ul>	11 - 18
8.	To the date and time of the next meeting as Wednesday 14th December 2016 at 10.00am	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**



MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

A. Webb  
D. Dovey  
D. Batrouni  
G. Down  
P. Farley  
R.J.W. Greenland  
P.A.D. Hobson  
P. Murphy  
A. Watts

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### **Welsh Language**

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# 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
- Maintaining locally accessible services

### 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.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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# Public Document Pack **Agenda Item 4**

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Lower Wye Area Committee held  
at Shirenewton Church Room, Shirenewton on Wednesday, 15th June, 2016 at 10.00 am**

**PRESENT:** County Councillors: D.L.S. Dovey (Chair)

County Councillors: G.L. Down, P. Farley, R.J.W. Greenland and  
P.A.D. Hobson

### **OFFICERS IN ATTENDANCE:**

Deb Hill-Howells	Head of Community Led Delivery
Richard Williams	Democratic Services Officer

### **ALSO IN ATTENDANCE:**

Councillor S. Dovey	-	Chepstow Town Council
Councillor B. Moore	-	Shirenewton Community Council
Tony Newman	-	Resident of St. Arvans

### **APOLOGIES:**

Councillors A. Webb, D. Batrouni and P. Murphy

#### **1. Election of Chair**

We elected County Councillor D.L.S. Dovey as Chair.

#### **2. Appointment of Vice-Chair**

We appointed County Councillor A. Webb as Vice-Chair.

#### **3. Declarations of Interest**

County Councillor P. Farley declared a personal, non-prejudicial interest pursuant to the Member's Code of Conduct in respect of agenda item 6a Bulwark Community Centre as his wife is a member of the Bulwark Community Centre Management Committee.

County Councillor D.L.S. Dovey declared a personal, non-prejudicial interest pursuant to the Member's Code of Conduct in respect of agenda item 6a Bulwark Community Centre as his wife is a member of the Bulwark Community Centre Management Committee.

#### **4. Minutes of the previous meeting**

The minutes of the Lower Wye Area Committee meeting dated 13<sup>th</sup> January 2016 were confirmed and signed by the Chair.

#### **5. Update on Oldbury Power Station**

The Chair provided the Area Committee with an update in respect of Oldbury Power Station. In doing so, the following points were noted:

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Lower Wye Area Committee held at Shirenewton Church Room, Shirenewton on Wednesday, 15th June, 2016 at 10.00 am

- The site is now fuel free with the final cask having been removed in April 2016.
- Decommissioning of the site will commence shortly.
- The area below ground will be collapsed into the centre of the site.
- The whole area will be made good and grassed over. The timescale for completion will be three years.
- Consideration was being given to commemorating Oldbury Power Station on the site following decommission.
- Funding for community schemes is likely to be available following decommission. It was hoped that Chepstow will be included in this scheme.

#### **6. Capital Funding requests**

The Head of Community Led Delivery outlined the procedure for issuing capital funding to organisations that have submitted applications to the Area Committee for funding. £5000 capital funding was currently available from the 2015/16 budget.

The following applications for funding were received and considered by the Area Committee:

#### **Bulwark Community Centre**

Applied for: £1000

Reason: Boiler replacement at Bulwark Community Centre.

It was proposed that we be minded to approve the application subject to the receipt of financial information.

Upon being put to the vote, the following votes were recorded:

For approval	-	3
Against approval	-	1
Abstentions	-	1

The proposition was carried.

We resolved that we be minded to approve the application subject to the receipt of financial information.



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### **Gwent Best Kept Village Competition**

Applied for: £250

Reason: Towards volunteer judges' travel expenses for visiting and judging the villagers entering the competition. Also, towards the purchase of trophies and frames for the certificates for winning schools and villages.

Having discussed the application it was considered that the application did not meet the relevant criteria.

It was proposed that the application be rejected.

Upon being put to the vote, the following points were noted:

To reject the application	-	5
Against rejection of the application	-	0
Abstentions	-	0

The proposition was carried.

We resolved that the application be rejected. Therefore, we resolved not to support this application.

### **Caerwent Community Centre Committee Ltd.**

Applied for: £2000

Reason: Towards a refurbishment project of Caerwent Community Centre, which includes replacement of the centre's roof and renewal of suspended lighting.

The criteria for this grant means that it has to be spent within 12 months or be paid back. Therefore, approval of the application would mean that the applicant would be required to provide certainty over programmes and spend profiles.

It was proposed that the application be approved subject to the applicant providing certainty over programmes and spend profiles to ensure the grant is spent within 12 months.

For approval	-	5
Against approval	-	0
Abstentions	-	0

The proposition was carried.

We resolved that the application be approved subject to the applicant providing certainty over programmes and spend profiles to ensure the grant is spent within 12 months.

## MONMOUTHSHIRE COUNTY COUNCIL

### **Minutes of the meeting of Lower Wye Area Committee held at Shirenewton Church Room, Shirenewton on Wednesday, 15th June, 2016 at 10.00 am**

It was noted that there were two applications for grant funding that had been submitted but had not been received by the Area Committee. The Head of Community Led Delivery informed the Committee that she would investigate this matter.

#### **7. Public Open Forum**

A resident of St Arvans informed the Area Committee that Chepstow Racecourse had submitted a planning application to demolish one of its stands and to erect a new building which will be used in part by the Kennel Club. He expressed the following concerns:

- It will be a major development within the Wye Valley AONB.
- There is no information on how often the Kennel Club will be using these premises.
- The building will replace stand 3 and will be located near to the gates to the road. The building will be below the level of the road. The building will be erected at an angle to maintain site lines.
- The new building will be five feet higher and will be level with the road.
- The roof line will be at a different level to other roofs.
- The building will be very prominent and be close to the road.
- He therefore objects to the application on size, position and on the lack of information with regard to its proposed use.
- On race days / concerts he expressed concern regarding the inadequacy of the traffic management provision.

We noted the concerns expressed by the resident.

#### **8. Lower Wye Area Committee Work Programme for 2016/17**

We resolved that the following items be added to the work programme:

- Invite representatives from Aneurin Bevan Health Board to update the Area Committee on the role of Chepstow Hospital and its role in the community.
- Invite Senior Officers from Aneurin Bevan Health Board to update the Area Committee on Health Care Provision in South Wales.
- Update on fuel poverty in the area.
- Performance of the Community Hub.

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Lower Wye Area Committee held  
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**9. Next meeting**

The next meeting will be held on Wednesday 14<sup>th</sup> September 2016 at 10.00am.

**The meeting ended at 11.45 am**

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**SUBJECT: Chepstow Tourist Information Centre Update**

**MEETING: Lower Wye Area Committee**

**DATE: 29 September 2016**

**DIVISIONS/WARDS AFFECTED: All**

## **1 PURPOSE**

- 1.1 To provide an update on the issues affecting the operation of Chepstow Tourist Information Centre (TIC) and the options being considered for the future delivery of the service.

## **2 BACKGROUND**

- 2.1 2.19m visitors came to Monmouthshire in 2015, generating an estimated £186.65m for the local economy (STEAM\*, 2015). In the same year, Chepstow Tourist Information Centre (TIC) handled some 40,000 visitor enquiries despite restrictions on its operating period and opening hours.
- 2.3 Despite evidence of the valuable contribution that TICs make to their local areas, unprecedented cuts to council budgets have led to a reduction in TIC service provision across Wales and the UK. Many TICs have closed altogether and others including Chepstow have been operating on greatly reduced opening hours and periods.
- 2.5 While the original plan for the current financial year was to open during school holidays only until the end of August, the opening period has recently been extended until 10 November 2016, to give officers time to explore new income streams and identify potential partners to inform development of a more sustainable future delivery model.

## **3 KEY ISSUES**

- 3.1 Chepstow TIC is currently managed and funded by Monmouthshire County Council (MCC), with a financial contribution from Chepstow Town Council. The TIC budget has been reduced from £160k in 2013/14 to £18k in 2016/17. This £18k budget is to cover MCC's contribution to TIC services in Abergavenny and Chepstow. £7,500 has already been committed to a shared service TIC in Abergavenny for 16/17. This leaves £10,500 to operate a service in Chepstow for which the net costs based on reduced opening hours up until 10 November are likely to be in excess of £65k. This level of overspend is unsustainable and other ways of delivering the service, and / or of sharing the costs more fairly with those who benefit need to be found.
- 3.2 While these costs are not insignificant, Chepstow TIC generates a considerable amount of benefit and provides a competitive advantage to the town. The most recent economic impact study on TICs (undertaken in 2012 on behalf of Welsh Government) estimated that each TIC enquiry (email, telephone or face to face) generates £12.79 net additional spend in its locality. On this basis, Chepstow TIC's value to the local area is estimated to have been c£511,600 for 2015. The cost of delivering this benefit was c£65,000 i.e. approximately £1.60 per TIC enquiry \*\*.

- 3.3 Chepstow TIC increases the appeal of the town for coach tour operators and the advice given by staff has a significant influence on what visitors see and do in the area, according to the study. Nearly three quarters of those obtaining information on places to eat and drink and attractions go on to visit, whilst just under half obtaining information on events and paid activities go on to visit / attend. In addition, over half of TIC users who took part in the survey said the information they were given would definitely encourage them to make another trip, which demonstrates the significant and positive influence that TICs have on future visits and spend in the area.
- 3.4 Chepstow TIC currently occupies a prime location in the town, carefully chosen for its proximity to key visitor attractions (Chepstow Castle and museum) and for its convenience to walkers and coach tour operators.
- 3.5 Whilst owned by MCC, the building is part of a leasehold estate (which includes the car park and the public toilets) with uses restricted to the following:
- I. Car Park, and
  - II. Public Toilet , and
  - III. Visitors Centre with Exhibition Area and Tea Room
- 3.6 Any relocation of the service therefore risks compromising the existing TIC service and leaving an empty building in a prominent location with no obvious use.
- 3.6 Consultation is ongoing and MCC officers are currently meeting with groups and individuals who've expressed interest in being part of the solution for Chepstow TIC. This engagement is being done in parallel with the work being undertaken within MCC to identify the most appropriate future delivery model for a range of tourism, leisure and cultural services.
- 3.7 A feedback form is being circulated to collect the views of local businesses and communities on the types of new income streams that are being considered for Chepstow TIC. Completed feedback forms will be returned to Chepstow TIC before Friday 30 September.

## 4 RECOMMENDATIONS

- 4.1 That the committee considers the information and receives a report on the recommended way forward once all the options have been explored.

### AUTHOR

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\* Scarborough Tourism Economic Activity Monitor

\*\* Allowing for differences between calendar and financial year data



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## Community Governance in Monmouthshire

“Community governance” refers to the processes for making all the decisions and plans that affect life in the community, whether made by public or private organizations or by citizens. For community governance to be effective, it must be about more than process, it also must be about getting things done in the community. And what gets done must make a difference.

This paper will also provide an update on the way that the council is changing its relationship with Community and Town Councils.

## What do we mean by Community Governance?

- The way in which local communities are represented and governed at local authority level.
- It is also the mechanisms through which the involvement of other statutory and voluntary agencies, community groups and by the efforts of local people themselves are held in an organized structure that facilitates engagement.
- It is also about the way in which individuals and groups within the community are listened to and able to influence decisions that affect them.

## The current picture

Community Governance in Monmouthshire is undergoing an evolution from a static model informed and directed by the Council through a series of Area Committees to a more dynamic model reflecting local needs a new ways of working more closely to the community.

<u>Bryn Y Cwm</u>	<u>Severnside</u>	<u>Lower Wye</u>	<u>Central Monmouthshire</u>
<u>Area Committee</u>	<u>Area Committee</u>	<u>Area Committee</u>	<u>Area Committee</u>
<u>Programme Board</u>	<u>Programme Board</u>		
<u>Community Forum</u>			<u>Community Forum</u>

## Current challenges

- Improving communication and dialogue at all levels within the Council.
- Speeding up decision making
- Ensuring buy in across all service departments

- Providing adequate resources to enable effective transition, e.g. investing in capital assets before transfer
- Not enough engagement in Whole Place with Community Councils and their populations.
- Area Committees, mixed responses as some support them and others suggest that they are anachronistic and create confusion.
- Capacity within local communities, Town Teams and Town / Community Councils.
- The need to extend the range and quantity of activists
- The Council needs to allocate resources to the Programme Board.
- Better flow of appropriate information.

### **Why change?**

- Improved community engagement;
- More cohesive communities, resulting in more effective and convenient delivery of local services;
- Provide clarity as to when, where and how local people can engage in discussions and influence decisions; and
- It will also provide explicit clarification as to the responsibility for decision making in certain arenas and the accountability that flows from those decisions.

### **What does good [community] governance look like?**

#### **Good governance is transparent**

People should be able to follow and understand the decision-making process. This means that they will be able to clearly see how and why a decision was made – what information, advice and consultation council considered, and which legislative requirements (when relevant) council followed.

#### **Good governance follows the rule of law**

This means that decisions are consistent with relevant legislation or common law and are within the powers of council. In the case of Victorian local government, relevant legislation includes the Local Government Measure and other legislation such as the Wellbeing of Future Generations Act 2015, and the Social Services and Wellbeing Act 2015.

#### **Good governance is responsive**

Local government should always try to serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner.

#### **Good governance is equitable and inclusive**

A community's wellbeing results from all of its members feeling their interests have been considered by council in the decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.

#### **Good governance is effective and efficient**

Local government should implement decisions and follow processes that make the best use of the available people, resources and time to ensure the best possible results for their community.

### **Good governance is participatory**

Anyone affected by or interested in a decision should have the opportunity to participate in the process for making that decision. This can happen in several ways –

- community members may be provided with information,
- asked for their opinion,
- given the opportunity to make recommendations or, in some cases,
- be part of the actual decision-making process.

### **What has happened to date?**

This position paper represents the culmination of a period of work which now needs formal decision and implementation. That review has been in progress since March 2015 when Keith Edwards was appointed to undertake a review of Community Governance. His report was initially taken through the political processes in October 2015 (Cabinet) and then Council in December 2015. When the recommendations of the Edwards review were discussed at Council there was not a consensus as to how things should be progressed and Members took the decision to establish a Member led working group to consider the recommendations and decide upon a structure for community governance.

The member working group was cross party and established so that there was representation from across the existing four council defined areas. The members were:

- Cllr. Down;
- Cllr. Farley;
- Cllr. Edwards;
- Cllr. Higginson;
- Cllr. Prosser;
- Cllr. Webb; and
- Cllr Hobson

The first meeting was largely a discussion about the nature of democracy and what MCC elected members' expectations of community governance are. At the second meeting in June we discussed a set of specific proposals. These are included below.

We asked members to be aware of the following principles when making a decision

- Provide a forum for local councillors to engage with residents about local issues
- Give local communities a stronger and more direct voice in decision making in their local area
- Enable members to have influence over decisions that are specific to their local area
- Develop and oversee the delivery of localised plans
- Engage with representatives of town and community councils

- Harness and channel community energy to deliver improved outcomes for the local area and its communities
- Bring together partner agencies to focus on locally specific issues

It is also worth Members giving consideration to the five principles of the Wellbeing of Future Generations Act:

- Integrated
- Collaborative
- Long term
- Involving
- Preventative

In particular the principles of involving and collaboration were pertinent in this instance.

### Option 1 (Status Quo)

**Area Committees and Programme Boards co-exist with no formal relationship but have representation.**

Positives	Negatives
Members retain local accountability/visibility	Confused responsibility for communities
Clear structure for council as per constitution	Disparate area committee practice
council representatives on Programme Boards have equal voice with community members	No clear representative lines for Programme Boards
	Members disenfranchised

### Option 2) Area Committees are retained as the sole structure with an increase in co-opted community members

Positives	Negatives
Members are accountable	Scale of meeting (number of committee members)
Transparent co-opting arrangement	Can co-opted members vote?
Clear alignment to the constitution	Community representatives could be elected (C&T Council), representative or individual – how will this be determined?
Decision making strengthened and streamlined	Breadth of geographical cover
Single entry point to public	Disparity between the area committees effectiveness
Community voice greater than currently	

**Option 3) Area Committee with no representation from public.**

As above but without formalised co-opted members / public involvement

Positives	Negatives
Members are accountable	No community voice – how is this different from Council meetings
Single entry point to public	No local voice from Town & Community Councils
Clear alignment to the constitution	How will the local plans be delivered with no community input
Decision making strengthened and streamlined	Breadth of geographical cover

**Option 4) Area committee with local area focus group**

Positives	Negatives
All of positives above re. member alignment & involvement	Risk of same, regular voices and contributors
No complexity of vote structure	Perceptions of tokenism
Community participation	Risk of consultation and not engagement
Membership of the focus group could align to the PSB.	

**Option 5) Programme Board without Area Committee**

Positives	Negatives
Significant local engagement	Disenfranchised members and a lack of clarity for members involved in the Programme Board
Local expertise and involvement	Unelected/Unaccountable community representatives
Place driven	Lack of clarity of vote of local member
	Lack of clarity regarding routes to council

**Option 6) Programme Board with limited and defined elected member representation.**

*3 members per programme board selected at Monmouthshire County Council AGM*

Positives	Negatives
As above.	Members could feel disenfranchised
Clear conduit to council	As above

**Option 7) Community Area Committee as per [LG Bill](#) (sections 44 – 46) - only 2 in Monmouthshire, one in the north and one in the south.**

<b>Positives</b>	<b>Negatives</b>
Inclusive of Community and Town councils	Only 2 – divided local areas
	Difficult to manage local issues and implementation of plans to meet local priorities due to scale.

### **Conclusions of the discussion**

Following a wide ranging debate there was agreement across the members present that their preferred option was Option 2 but with the additional invitation to a single representative from each of the Community or Town Councils in that area.

A key development has been the move from 4 areas as per the existing structure (Lower Wye, Severnside, Monmouth and Central Monmouthshire and Bryn Y Cwm) to five areas. This development is in keeping with a range of new policy directions such as the renewed relationship with Community and Town Councils, the division of the County for the Wellbeing Assessment and the developments around Place Based Approaches in Social Care.

This is the position that will be taken to Full Council in September 2016.

### **Implications of the decision and developments in the relationships with Community and Town Councils**

Whilst this is not the most radical solution available it does provide a stable platform and recognises some of the key challenges that Monmouthshire has faced in the past. We now have some key actions:

- Seeking formal member agreement to the new community governance models as described above
- Beginning the formal implementation with the five new areas.
- Agreeing the staffing support for the new model including, but not limited to, the role of the Whole Place Team.

### **Relationships with Community and Town Councils**

The nature and tone of our relationship with the 33 Community and Town Councils in Monmouthshire has been the subject of a renewed focus in the past few months. This has been informed largely by a number of low level complaints, often typified as ‘background noise’ rather than significant issues, however they tend to focus on the responsiveness of the Council (MCC) to queries and complaints.

As the consequence, operationally, there is now a single entry point for all Community and Town Councils (Members' Services Officers) and at the strategic level there are arrangements in place to begin a different type of relationship through the allocation of SLT members to each of the five areas. Community and Town Councils were made aware of these changes at an event on the 20<sup>th</sup> June and then by letter on the 4<sup>th</sup> July.

The first round of meetings will take place on the following dates:

<b>Area</b>	<b>Date</b>	<b>Venue</b>	<b>Time</b>	<b>Chief Officer</b>
Monmouth & surrounding area	13 <sup>th</sup> September	Monmouth Community Hub	6.30pm – 8pm	Peter Davies
Chepstow & surrounding area	14 <sup>th</sup> September	Chepstow Community Hub	6.30pm-8pm	Will McLean
Caldicot & surrounding area	21 <sup>st</sup> September	Caldicot Community Hub	6.30pm-8pm	Kellie Beirne
Usk & surrounding area	15 <sup>th</sup> September	Usk Community Hub	7pm – 8.30pm	Sarah McGuinness
Abergavenny & surrounding area	15 <sup>th</sup> September	Abergavenny Council Chamber, Town Hall	6.30pm – 8pm	Claire Marchant

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