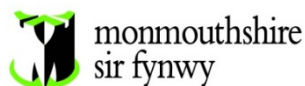


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Tuesday, 28 July 2015

**Notice of meeting / Hysbysiad o gyfarfod:**

## **Severnside Area Committee**

**Wednesday, 5th August, 2015 at 10.00 am,  
Innovation House Magor - Room 6 Innovation House Magor**

### **AGENDA**

<b>Item No</b>	<b>Item</b>	<b>Pages</b>
1.	<b>Election of Chairman</b>	
2.	<b>Appointment of Vice Chairman</b>	
3.	<b>Apologies for Absence</b>	
4.	<b>Declarations of Interest</b>	
5.	<b>Public Open Forum</b>	
6.	<b>To confirm and sign the minutes of Severnside Area Committee held on Wednesday 22nd April 2015</b>	1 - 6
7.	<b>Update from Whole Place Officer</b> <ul style="list-style-type: none"><li>• Programme Board</li><li>• Town Team</li><li>• Caldicot Town Centre Linkage</li></ul>	7 - 12
8.	<b>Severnside Area Committee Work Programme</b>	13 - 14
9.	<b>To agree the date and time of next meeting as Wednesday 21st October 2015</b>	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

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MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

J. Crook  
A. Easson  
D. Evans  
P.A. Fox  
L. Guppy  
J. Higginson  
J. Marshall  
F. Taylor  
P. Watts

## Public Information

### **Access to paper copies of agendas and reports**

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### **Welsh Language**

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.

# 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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# Agenda Item 6

**Minutes of the Severnside Area Committee Meeting  
held at Caldicot Town Council Office  
on Wednesday 22<sup>nd</sup> April 2015 at 10.00 a.m.**

**PRESENT:** County Councillor D.J. Evans (Chairman)

County Councillors: A. Easson, F. Taylor and P. Watts.

**OFFICERS IN ATTENDANCE:**

Mr W. McLean	-	Head of Policy and Engagement
Mrs D. Hill-Howells	-	Head of Community Led Delivery
Mrs D. McCarty	-	Whole Place Officer
Mr C. Phillips	-	Whole Place Officer
Mrs S. King	-	Senior Democratic Services Officer

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors P.A. Fox and L. Guppy.

## **2. DECLARATIONS OF INTEREST**

Declarations of interest were noted under the appropriate agenda item.

## **3. PUBLIC OPEN FORUM**

There were no members of the public present.

## **4. MINUTES OF SEVERNSIDE AREA COMMITTEE**

We confirmed and signed the minutes of the Severnside Area Committee meeting held on 21<sup>st</sup> January 2015.

## **5. AREA WORKING**

We welcomed officers to the meeting and discussed issues surrounding area working and community engagement, during discussion the following points were noted:

- We were advised that a number of communication methods were already in place. The Whole Place review was undertaken and a review was in process regarding community governance. There was a need for roles to be distinguished between Whole Place and Area Committees.

**Minutes of the Meeting of the Severnside Area Committee dated  
22<sup>nd</sup> April 2015 - continued**

- The Community Governance Review was being undertaken by an independent consultant, a number of groups and individuals would be interviewed.
- Expected recommendations, regarding decision making and accountability, would be presented to members, at Full Council, it was anticipated that it would be completed in September 2015.
- We recognised that this was a much needed piece of work and welcomed the outcome of the review.
- The scoping included obtaining an understanding of how all groups are related and how they work within Monmouthshire. The aim of the review was to provide a structure and avenue for the authority to access groups. Currently, a wide range of engagement levels were in place and there was a need for clarity from an external view point.
- Town councils were significant and it was anticipated that one of the outcomes of the review would result in maximised knowledge for smaller groups.
- The committee recognised the importance of the review and highlighted that it was imperative that elected members were aware of and understood local arrangements, so that they could be supported and encouraged.

## **6. WHOLE PLACE, SEVERNSIDE**

We received the Severnside Whole Place Update and noted the following:

- Caldicot Visioning Project – The Board approved, subject to cabinet confirmation, release of £22,000.00 of s 106 funding to the Caldicot Town Team to commission a ‘Visioning Report’ for Caldicot Town Centre.

The work is viewed as essential to provide a ‘statement of ambition’ and purpose for the town centre that is credible, has the support of all stakeholders and will attract retail/development interest and investment in the town.

A report would be considered by Cabinet on 6<sup>th</sup> May 2015.

- Improvements to Caldicot Market - The Board approved, subject to cabinet confirmation, release of £1,410.00 of s106 funding to the Caldicot Town Team to pilot improvements to the existing market offer in Caldicot, by adding specialist market ‘attractors’ - increasing footfall, local business investment and providing a sustainable future for the markets in Caldicot.



**Minutes of the Meeting of the Severnside Area Committee dated  
22<sup>nd</sup> April 2015 - continued**

Specifically, it was proposed to pilot an Arts and Crafts Market, Gardening Market and International Food Market in the three months to June 2015.

The first pilot occurred on Saturday 18<sup>th</sup> April with 5 Arts and Crafts stalls supplementing the general market. The next would be held on 22<sup>nd</sup> May, and would be a gardening theme.

- Town Centre Wifi Project - The Board approved, subject to cabinet confirmation, release of £1,800.00 of s 106 funding to the Caldicot Town Team to cover a years running costs incurred by ten businesses in installing superfast broadband equipment. The work will encourage business interest in digital marketing opportunities and provide free, public, wifi connectivity in Caldicot Town Centre.

The project is awaiting signed wayleave agreements from property owners before finalising installation and commissioning.

- Linkage Scheme – A revised proposal (attached) was submitted to the local Planning Authority in February in the names of the two main landlords affected – Monmouthshire County Council and London & Cambridge Properties (LCP). We are not aware of any major objections raised to date and it is hoped that the application will be considered on 5<sup>th</sup> May 2015.

A draft legal agreement to enable the landowner to undertake the bulk of works to the main linkage route utilising s.106 monies was issued at the beginning of April and a formal response is awaited. However the landlord has confirmed that they are finalising tender documents, in lieu of agreement, with a view to issuing shortly.

A quotation to undertake improvements to the pedestrian link between the OSS and 'the Cross' in line with the planning application is awaited from the Highways. It is expected that these works will commence before the end of May 2015.

- Additional Town Centre Partnership Activities -The Caldicot Town Team have now taken occupation of a vacant unit in Holman House (above Bargain Booze). Discussions are ongoing regarding the re-use of the portakabin for the Caldicot Food Bank and Street Pastors.

The Town Team's, incredible edible group has started to increase activity during the spring and commencing by replanting two planter areas in the town centre with the assistance of Gwent Police. Some fruit trees have also been planted at the police station.

**Minutes of the Meeting of the Severnside Area Committee dated  
22<sup>nd</sup> April 2015 - continued**

The Caldicot Town Team have also now secured the agreement of ASDA to place a town Map within the vicinity of the entrance to the store. ASDA have confirmed £5k towards the costs.

In addition to progressing these activities, the Town Team is currently reviewing its draft action plan to ensure that outputs and timescales are more defined and measurable.

- Eisteddfod - Following two preliminary meetings in Caldicot at the beginning of the year, a Local Eisteddfod Appeals Committee has been established for the Caldicot and Chepstow area. It doesn't preclude other groups emerging separately over time.

A range of activities and fundraising events are already planned and underway – including a concert in the White Lion Pub, Chepstow, a walking tour, and a competition to create an Eisteddfod calendar.

Donations are already being received, including a contribution of £10k from Caldicot Town Council.

Final preparations are being made for the Proclamation Ceremony on June 27th. The event plan for the day has been drafted and work is underway on essential components such as securing a premises licence for the event.

The Town Team have secured use of empty premises of London and Cambridge Properties and Porton developments for use by schools for the event.

The Whole Place Officer advised that at a previous meeting, money had been allocated to Birbeck Road, pending further information being received. Members were invited to comment regarding whether the amount should be slipped to the current financial year.

It was proposed that the amount was issued from last years funding.

Officers confirmed that they would check deadlines for slippage. We agreed that the decision would be supported, pending slippage.

## **7. WORK PROGRAMME**

We discussed the Severnside Area Committee Work programme and noted the following to be considered by the committee:

- We discussed the £5k used as funding and agreed that a process was needed to ensure money was available for local groups. We noted that

**Minutes of the Meeting of the Severnside Area Committee dated  
22<sup>nd</sup> April 2015 - continued**

there were no longer dedicated officers available for the scheme to be administered, this had previously be done by the Area Services Officer.

- Outcome/response on community governance
- Safe routes to school – path Rogiet/Undy. Recognised that specific transport issues raised through the Monmouthshire Strategic Transport group.
- Update on 21<sup>st</sup> Schools – update needed
- Update from events officer
- Whole place and town team

**8. DATE AND TIME OF NEXT MEETING**

The next meeting would be held on **Wednesday 8<sup>th</sup> July 2015 at 10.00am.**

**The meeting ended at 12.10 pm.**

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<b>SUBJECT:</b>	<b>Sevenside Whole Place Update</b>
<b>MEETING:</b>	<b>Sevenside Area Committee</b>
<b>DATE:</b>	<b>5<sup>th</sup> August 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

- 1.1 To update members on progress and current issues which relate to the Sevenside area from the Whole Place Team.
- 1.2 To inform and seek member views.

## 2. RECOMMENDATIONS:

- 2.1 That members note the report.

## 3. WHOLE PLACE REPORT

### 3.1 Caldicot Linkage Scheme

- 3.1.1 The Caldicot Linkage Scheme received planning consent on 5<sup>th</sup> May 2015.
- 3.1.2 London & Cambridge Properties, across whose property the main walkway access is located, have agreed to act as 'developer' for the project. However, progress to construction stage has not been as quick as hoped, or expected.
- 3.1.3 A draft legal agreement was issued by MCC to London & Cambridge Properties on 2<sup>nd</sup> April outlining the terms of release of s106 funding to progress the works. No formal response to the draft terms has been received to date.
- 3.1.4 The landowner re-assures that they remain fully committed to implementing the linkage scheme, although they state that progress has been delayed because of :
  - a. The need to employ consultants to undertake some detailed design work (to supplement the tendering process) and fulfil new CDM responsibilities.
  - b. The need to finalise certain aspects with key stakeholders.
- 3.1.5 Consultant engineers have now been appointed by LCP (w/c 20<sup>th</sup> July) with the expectation of finalising documents for tender '*within 3 weeks*'. Consultants have been advised to programme tender and construction works to complete by mid-November,

which means an anticipated works commencement date of late September/early October 2015.

- 3.1.6 Although the works will be sequenced, it will inevitably impact upon parking availability in the 'Wesley Buildings/Waitrose Car Park' and the landowner has requested assistance from MCC in the form of a temporary adjustment of the Woodstock Way Car Park arrangements to a short stay basis ie 60/90 minute short stay for the duration of works.
- 3.1.7 Members have prior agreed that a section of the car park be reserved for school staff parking from 1<sup>st</sup> September 2015, to assist with the forthcoming school redevelopment. Highways have indicated that would have no objection to the remaining car park spaces – 41 in total – being operated on short term basis for a temporary period.
- 3.1.8 ***Members views are sought on this request.***

### **3.2 Severnside Programme Board**

- 3.2.1 Severnside Programme Board met on 30<sup>th</sup> June 2015 and received reports on the following:
- a. **Caldicot School – 21<sup>st</sup> Century Redevelopment** – Latest Programme reported with temporary buildings arriving in September/October - demolition to follow thereafter. Construction due to commence December.
  - b. **Coastal Communities Fund Application** – An application for funding had been made to help unlock the benefits of the Wales Coast Path. If successful, funding would assist improved visitor signage, interpretation and access - through employment of a project officer and volunteers. A decision was expected shortly.
  - c. **Eisteddfod Proclamation Event** – Reported as a tremendous success with an estimated 4,000 in the town centre and 800 at the castle. Retailers and residents were overwhelmed with the turnout and there was extensive media coverage. National Eisteddfod Organisers claimed it was the best organised 'Proclamation Event' they had experienced. Particular thanks were relayed to Dan Davies, Events Manager.
  - d. **Rockfield Farm and Crick Road Redevelopment Sites** - It was reported that the consultation process had started in May and June. Over 120 people had attended four events held, to date.
  - e. **Caldicot Town Team** (see section 3.3)

The following decisions were agreed:

- a. **Magor & Undy Walkway Station Campaign** – The Board formally agreed to support the campaign.
- b. **Election of new Chairperson** - Town Councillor, Alan Davies, was elected as the new chairperson of the Programme Board

- c. **Caldicot Town Team Funding** - A CTT request for £2k to cover ongoing operational costs was recommended for approval by the Board.
- d. **Review of Severnside Plan and Programme Board** - A proposal to establish a subgroup to review the current operation of the Programme Board and recommend a framework for review of the Plan, was agreed

3.2.2 **Review of Severnside Plan and Programme Board** - The Board agreed that although more delayed than anticipated, there had been significant progress against the seven component elements of the original '*Severnside Total Place Plan*',

3.2.3 However, it was agreed that the Plan needed to be reviewed and amended to recover its relevance as a framework for strategic change and 'Whole Place' planning in Severnside

3.2.4 It was also agreed that the Programme Board review aspects of the '*terms of reference*' of the Board required review if its impact was to be improved.

3.2.5 The sub group will comprise of Town Cllr Alan Davies, Dan Davies, Events Manager, Pastor John Hall, Cllr Frances Taylor, Cllr Dave Evans, Aaron Reeks, Caldicot Town Team. The group will be supported by Colin Phillips, Whole Place Officer.

3.2.6 The remit of the group will be to provide recommendations to the next Programme Board meeting on:

- a. Amendments to the '*terms of reference*' of the Severnside Programme Board.
- b. A process for review of the Severnside Total Place Plan.

### **3.3 Caldicot Town Team**

3.3.1 The Caldicot Town Team have been active in promoting a number of initiatives and projects in recent months with additional interventions planned.

#### **3.3.1. Markets Pilot Project**

Two successful pilot markets have been held since April. The first being an Arts & Craft extension to the existing Saturday Market held in April and a 'Spring Market' held in May. Feedback from stall holders, retailers and the public has been positive with additional markets and events being planned.

A Family Fun Day is arranged for Sat 15<sup>th</sup> August with the possibility of an International Food Market in September/October.

#### **3.3.2 Town Wi-fi**

The project has hit some setbacks with Spectrum Internet unable to secure key wayleave agreements from some of the landlords, within the timescales required. Alternative arrangements are being sought to move the project forward.

### 3.3.3 **Town Centre Directory Map**

The Town Team have secured £5,000 from ASDA to create and install a town centre directory map around the entrance to the store. The map is being designed so that new businesses can be easily added or removed from the map as required, along with a directional arrow for Caldicot Castle.

### 3.3.4 **Incredible Edible**

The Town Team's, Incredible Edible project launched in April with 3 sites around the town centre being improved - two outside Waitrose and fruit trees planted at Caldicot Police Station.

Melin Homes have awarded £250 and New Grove Trust £1,500 - to invest in raised bedding plots. The project is also looking at other sites at the Leisure Centre and Caldicot Castle. In addition to working to provide a plot for use by disabled residents at the Budden Crescent respite care home.

### 3.3.5 **Caldicot Visioning Project**

Consultants, Roberts Limbrick, have been appointed to help pull together tender documents for the commission. The draft documents will be available w/c 3/8/15 and will be reviewed by a subgroup of the Town Team which will include a representative from the Town Council. This group will oversee the commission, as it rolls out.

### 3.3.6 **Coffee Morning**

A successful coffee morning was held on June 10th, at the Town Teams new offices, with over 20 visitors attending. Although small in numbers, many were keen to get involved and good links were made.

3.3.7 **Eisteddfod Proclamation Day** - Caldicot Town Team held a successful tea/coffee stall on the day, with CTT branded cups promoting the team. The Team were instrumental in working with landlords to provide access to the empty shops for use in the town on the day.

3.3.8 **AGM** – The Town Team will be holding its AGM in September (exact date to be agreed). The AGM will receive nominations for Directors, approve accounts and consider matters for the year ahead. This will include a proposal for a wider and more detailed action plan for the town.

## 4. **REASONS:**

4.1 To promote progress on aims and activity of the Severnside Whole Place Plan.

## 5. **RESOURCE IMPLICATIONS:**

5.1 N/A



**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

6.1 N/A

**7. CONSULTEES:**

None

**8. BACKGROUND PAPERS:**

n/a

**9. AUTHOR: Colin Phillips, Whole Place Officer**

**10. CONTACT DETAILS:**

**Tel: 01633 644848**

**E-mail: [colinphillips@monmouthshire.gov.uk](mailto:colinphillips@monmouthshire.gov.uk)**

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**Severnside Area Committee Work Programme 2014/15**

<b>Item</b>	<b>Background Detail</b>	<b>Reporting Arrangements</b>
<b>Standard Items:</b>		
<b>Whole Place Update</b>	Updates from the Whole Place Officer – as and when necessary	On going
<b>Coordinating Board</b>	To receive feedback from the Chairman on referrals from the Coordinating Board	On going

<b>Working Groups:</b>		
<b>Strategic Transport Working Group</b>	<ul style="list-style-type: none"> <li>• Councillors to raise issues directly through the Strategic Working Group.</li> </ul>	<b>ongoing</b>

<b>New Work Programme Items:</b>		
<b>Community Governance</b>	<ul style="list-style-type: none"> <li>• Outcome of community governance review to be presented to members.</li> <li>• 21<sup>st</sup> Century Schools manager invited to meeting to update on development with 21<sup>st</sup> Century schools</li> </ul>	TBC
<b>21<sup>st</sup> Century Schools</b>	<ul style="list-style-type: none"> <li>• Head of Community Delivery and Head of Partnerships to be invited to meeting to outline developments in area working.</li> </ul>	TBC
<b>Events</b>	<ul style="list-style-type: none"> <li>• Events officer to be invited to meetings.</li> </ul>	TBC

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