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Tuesday, 11 October 2016

Notice of meeting / Hysbysiad o gyfarfod:

Severnside Area Committee

**Wednesday, 19th October, 2016 at 10.00 am,
Room 6 Innovation House Magor**

AGENDA

Item No	Item	Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Confirm and sign the minutes of the previous meeting	1 - 4
4.	Action List	
5.	Public Open Forum	
6.	The return on investment in events in Severnside for 2016	
7.	Town Centre Partnership S.106 Monitoring Framework	5 - 12
8.	Town Team Verbal Update	
9.	Community Governance Report	13 - 20
10.	Linkage Update	
11.	Area Grant Update	
12.	Street Lighting	21 - 22
13.	Date and time of next meeting 4 th January 2017 10am	

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

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

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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Public Document Pack Agenda Item 3

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Severnside Area Committee held
at Innovation House Magor - Room 6 Innovation House Magor on Wednesday, 20th July,
2016 at 10.00 am**

PRESENT: County Councillors: A. Easson, D. Evans (Chair) J. Higginson, J. Marshall
and F. Taylor

OFFICERS IN ATTENDANCE:

Judith Langdon	Whole Place Officer
Deb Hill-Howells	Head of Community Led Delivery
Paula Harris	Democratic Services Officer

ALSO IN ATTENDANCE:

Aaron Reeks	Caldicot Town Team
Phil Stevens	Caldicot Town Council

1. Election of Vice Chair

County Councillor J. Higginson was elected as Vice-Chair of the committee.

2. Apologies for Absence

We received apologies from County Councillor J. Crook.

3. Declarations of Interest

Item 6 - County Councillor J. Marshall declared a personal, non-prejudicial interest during the discussion as an employee of Asda.

Item 7 - County Councillor J. Marshall declared a personal, non-prejudicial interest during the discussion as he has friends who attend Bethany Church, he was also married there.

4. Confirm and sign the minutes of the previous meeting

The minutes were confirmed as accurate and signed by the Chairman.

5. Public Open Forum

There were no members of the public at the meeting.

6. Town Team Update

Linkage

The last update received from either Landlord or MCC was on July 4th 2016, the email stated that over the next two weeks, documentation should be finalized and that they were acutely aware of the need to press on with the project. Aaron Weeks has emailed all parties asking for an update, but hadn't received a response at time of the meeting.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Severnside Area Committee held at Innovation House Magor - Room 6 Innovation House Magor on Wednesday, 20th July, 2016 at 10.00 am

Caldicot Goes Pop!

With long delays due to a leak in the unit where the pop up shop is being held, the Town Team announced that the official launch of the project will be on Tuesday August 9th 2016. All Members will receive a formal invitation over the next week, the launch will be a chance to talk in more detail about the project, what our expected outcomes are and what can be done in tandem with the project to stop the decline of the town centre.

Store 21

Store 21 has recently put up closing down signs. This is not a local movement, the company have been in trouble for the last 6 years, to varying degrees. The company have until 11th August to determine, with administrators whether the company would continue, Aaron Weeks was pleased to say that as of yesterday they have entered into a CVA, Company Voluntary Agreement, however this is not without issue and will see significant retail shops closing across the country. The Town Team are not aware yet of any decisions regarding the Caldicot store, but are keeping up to date on news coming from the company. That being said, after a long chat with the landlord last week, he is making steps to communicate directly with other companies who have previously registered interest in Caldicot. He has also confirmed that Caldicot Town Team will be involved with and taking part in any talks that takes place, as he feels that the redevelopment plans could be a key point in bringing in more national brands.

Urban Design Project

After taking a break from this project, due to other commitments, the Town Team have scheduled a meeting for 1pm today to look at moving the project forward, Members were invited to attend. Town Team will be focusing on the two phases the public most wanted to see, which also fits with their surveys carried out in 2013, 2014 and 2015. Landlords have been invited to the meeting, however are unable to attend. Town Team will reschedule a following meeting to take place during August/very early September. Work will continue in the background during this time.

Clean Up

The clean-up of the town has already commenced, all weeds have been removed. Town Team are talking with landlords about implementing new schemes to deal with pigeon roosting and we have recently received quotations from Gumdrops Bins to run a trial on chewing gum litter in the town. Recently Town Team have sent letters to all businesses that have external pillars, but not canopies, to gain interest and install hanging baskets throughout the town, which will be kept planted through Caldicot Community Farm (Fat Pigeon Farm) and maintained by businesses.

Events - 999 Day

Sunday 10th July saw the Town Team organise the first 999 day in Caldicot Castle, it was a free event, which saw Gwent police, South Wales fire and rescue, Blood Bikes, Welsh Ambulance Service and others take part in. The event saw approx. 3,500 attendees throughout the day, much more than anticipated. The Town Team are pleased to have already booked in next year's event which will take part on the 9th July 2017.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Severnside Area Committee held at Innovation House Magor - Room 6 Innovation House Magor on Wednesday, 20th July, 2016 at 10.00 am

Events - Family Fun Day

On Friday August 5th, the Town Team will be holding a Family Fun day in the town centre, there will be some unique entertainment, which includes the return of the land train, donkey rides and even a water dunk tank. Aaron Weeks gave flyers to Members, which he asked to distribute to groups/members. Town Team have requested and approved a car park closure for the day of the 5th August, parking will be available in the Woodstock way car park, as well as Asda and Waitrose.

7. Area Grants

The remaining grant money (£965) from last year was allocated to Bethany Church as agreed in the Severnside Area Committee Meeting June 2016.

The Head of Community Led Delivery informed the Committee that prior to the next round of grants she will be finalising details and once done intends to take the information to the Democratic Services Committee. The intention is for the forms to be available in September/October 2016.

Members commented that smaller groups without retail potential should get priority and that the grant allocation should reflect Severnside as a whole.

8. Whole Place Update

We received an update from the Whole Place Officer regarding the various groups the Whole Place team had recently supported including Severnside Trust, Dell Park, colleagues in the Hubs and the policy team who recently created the Made Open website. We were also told about preparatory work taking place to support refugees soon moving to the area.

We were told that the recent cluster meeting had proved positive with decisions being made soon. It was felt that everyone involved were keen to improve communication and had a common shared vision, with the project considered to be a long term piece of work.

A Member raised concerns that there was a wider issue, in regard to the Precept, with 35% being drawn from Council Tax. The Member stressed the importance of engaging with the community at this point to ensure there is sufficient dialogue taking place so that residents have the chance to understand where their money is going and voice their priorities as public service planning is vital.

The Head of Community advised the committee that Town Team need to access Section 106 monies to implement their business plan with will be taken to full Council to be approved and asked if the Severnside Area Committee would be willing to scrutinise the spending. Members of the committee welcomed this.

9. Date and time of next meeting

Wednesday 19th October 2016 at 10am - Venue T.B.C.

Members commented that they would like to see more members of the public at the meeting and various ideas were mentioned to raise the profile of the meeting. The venue of the meeting will be decided closer to the time of the meeting.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Severnside Area Committee held
at Innovation House Magor - Room 6 Innovation House Magor on Wednesday, 20th July,
2016 at 10.00 am**

The meeting ended at 11.30 am

SUBJECT: Town Centre Partnership S.106 Monitoring Framework

MEETING: Severnside Area Committee

DATE: 19th October 2016

DIVISION/WARDS AFFECTED: Green Lane

1. **PURPOSE:** To agree a framework for monitoring the outcomes achieved for Caldicot Town Centre resulting from the allocation of S.106 funds to the development of a town centre partnership.
2. **RECOMMENDATIONS:** That the Severnside Area Committee agree to monitor the outcomes achieved for Caldicot Town Centre resulting from the allocation of S.106 funds to the development of a town centre partnership using the measures and processes proposed in this paper.

3. **KEY ISSUES / REASONS:**

At its meeting on 7th September 2016, Cabinet agreed to the allocation of £41,000 of S106 funding to Caldicot Town Team payable in quarterly instalments to enable the delivery of the activities and outcomes as identified in the Town Team action plan (attached as appendix B).

At the same meeting Cabinet also agreed to task the Severnside Area Committee with reviewing Caldicot Town Team's performance against spend and outcomes as outlined in the Town Team action plan. The specific purpose of this task was to ensure that there is oversight of the outcomes that are achieved for the town centre resulting from the spend of the allocated sum.

It is now necessary to agree a framework against which to monitor these outcomes.

It is proposed that the Town Team will complete project monitoring pro formas for each specific project that is undertaken (sample attached as appendix A) which they will share with the Area Committee.

In addition, in order to monitor the cumulative effect of the Town Team's actions and projects, the Area Committee will also receive regular information on the following performance and outcome measures:

- Number of empty shops in town centre

- Town centre footfall
- Survey of retailers to measure confidence, planned investment/intended projects etc, impact of events on footfall and turnover
- Shopper survey
- Number of market stalls
- Number of days the pop up shop is vacant / occupied
- Numbers attending events

It is proposed that the Area Committee will receive monitoring reports – comprising individual project pro formas as relevant and performance indicator data - at six-monthly intervals in order to allow time for significant movement against the key performance indicators.

For completeness, the attached Town Team action plan (appendix B) shows all activity that the Town Team are working on. It should be noted that not all of this activity is exclusively funded through the Town Centre Development Partnership S106 allocation, but instead draws in funding from a range of other sources including grants and private investment.

4. RESOURCE IMPLICATIONS:

There are no specific resource implications arising from this proposal but effective monitoring of the allocated spend will be vital in securing value for money.

5. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)

No negative implications as a result of this proposal have been identified.

6. CONSULTEES:

Caldicot Town Team
Whole Place Manager

7. BACKGROUND PAPERS:

Appendix A – Sample project monitoring pro forma
Appendix B – Caldicot Town Team Action Plan (as at September 2016)

8. AUTHOR: Judith Langdon, Whole Place Officer

9. CONTACT DETAILS:

Tel: 07970 151970
E-mail: judithlangdon@monmouthshire.gov.uk

Reporting Model for Projects (Template)

Project Name	Project Start Date	
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Project Lead		Estimated End Date	
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Budget

	£	Source
Section 106 Budget		
Third Sector Budget		
Total Funding		

Project Outline

Business plan:

Expected Benefits Of Project

i.e. (this area will vary dependent on project but could include the following)

- Market Traders (before event)
- Market Traders (day of event)
- Market Traders (returning traders)
- Market Traders (New Traders)
- Footfall count (day of event)
- Number of Empty Shops

Project Review

Actual Expenditure

	Income		Expenditure	
Totals	£		£	
Over/Underspend	£			

Reason:

Caldicot Town Team Action Plan

Caldicot Town Team Action Plan 2016/17

Activity	Output	Outcome	Timescale	Resource/ funding	Monitoring	2016-17 S 106 Funding sought (Town Centre partnership) £'000	2016-17 Alternative Funding £'000	2016-17 Budget £'000
Visioning Caldicot - Securing a Vision Document and Development Plan for Caldicot Town Centre Page 9	Deliver a visioning report and detailed plan, with artistic impressions of the future of Caldicot town centre, that is supported by the community and stimulates retail and developer interest.	A shared community vision and purpose that provides a framework for the regeneration of the town centre.	Apr 2015 - Feb 2016	s106 - already drawn down	Stakeholder and community endorsement of the Visioning Report and Development Plan		22.0	22.0
		Increased development activity and environmental improvements within the town centre	Apr 2017 - Apr 2018	Anticipated private sector funding/possible s106	Yearly - reduction in vacant premises. (CTT visual survey / MCC Dev Plans survey) Yearly - area of development (m2) - landlords/agents survey (CTT) Yearly - Value of town centre investment - landlords & agents survey (CTT)			-
Caldicot Linkage Scheme - Creating an attractive and accessible link between the ASDA store and town centre	The successful installation of a pedestrian friendly link between the ASDA store and town centre	Increase in linked trips between asda and town centre, specifically improving the link for out of area shoppers	Oct 2013 - Dec 2016	s106/private sector (Newport Road allocation)	Yearly - Footfall count undertaken by CTT volunteers using MTA template		30.0	30.0
		Improvements to the rear of shops and improved retail/leisure offer along the route	Apr 2017 -2018	Private Sector Funding	Yearly - Survey of affected owners/retailers along the route to measure intended projects, planned investment etc.			-
Caldicot: Market Town - Regenerating the market offer within Caldicot town centre		Improves variety of and interest in the market	April 2016 - Apr 2017	s106 - already drawn down	Yearly - Review of booking records per retail category, pre pilot and post pilot. Online shopper survey following pilot - CTT	8.1		8.1
		Increases footfall and linked trips to the town centre	April 2015 - Dec 2015		After Event - Footfall count undertaken by CTT volunteers using MTA template			
		Improved presentation of market stalls contributes to the uplifting/ attractiveness of town centre	Apr 2015 - Dec2015		After Events & Yearly - Online shopper survey - CTT website			
		Encourages the entrepreneurship culture and development of micro businesses activity in Severnside	Apr 2015 - Dec 2015		After Events & Yearly - Stall holder survey - MCC/CTT			
	Review pilot programme and implement permanent changes in market offer	Provides a clear framework for permanent changes to the market offer.	Jan 2016 - Dec 2016	tba	Stakeholder approval of CTT recommended changes following pilot			
		Improves variety of and interest in the market	Jan 2016 - Dec 2016		Yearly - Review of booking records per retail category. Online shopper survey following pilot - CTT			
		Increases footfall and linked trips to the town centre	Jan 2016 - Dec 2016		After Event - Footfall count undertaken by CTT volunteers using MTA template			
		Improved presentation of market stalls contributes to the uplifting/ attractiveness of town centre	Jan 2016 - Dec 2016		After Events & Yearly - online shopper survey - CTT website			
		Encourages the entrepreneurship culture and development of micro businesses activity in Severnside	Jan 2016 - Dec 2016		After Events & Yearly - Stall holder survey - MCC/CTT			

Caldicot Town Team Action Plan

	Explore options around the community becoming more involved in the provision and delivery of the markets on a day to day basis	To provide a market that responds to local needs - encouraging new market stall holders	Jan 2016 - July 2016		Yearly - Review of booking records with breakdown of local use - CTT			
		To improve income potential for CTT to invest in market initiatives	Jan 2016 - July 2016		Yearly - Review of income resulting from new management arrangements			
No Vacancies' - Improving occupancy and presentation of vacant shops in the town centre	Secure agreement of landlords to temporary usage of empty units i.e. pop up shops	Increased opportunities for micro business activity and town promotion - broadening the retail offer in the town	April 2016- Apr 2017	S106 - already drawn down	Yearly - reduction in number of vacant units (CTT/Dev Plans) Yearly - day vacancy reductions (CTT sub lease records)	4.5	0	4.5
	Secure Agreement of landlord to improve presentation of vacant shop units	Reduced feeling of 'blight' and improved presentation and vibrancy of the CSA.	April 2016 - Apr 2017	Private Sector/S106	Yearly - online Survey of impact (CTT website)			
	Secure a vacant retail unit for use as an enterprising space for start up businesses (e.g. Creative Bubble)	A minimal cost, leased unit secured for a fixed period that host start up businesses promoting diversity of the town centre offer	April 2016 - April 2017	Private Sector/S106	Yearly - Full review of footfall, start up companies and successful business referrals to landlords. User surveys			
Incredible Edibles - Community Food growing in Caldicot.	Secure unused or green space 'plots' within the town centre and the wider Severnside area.	Plots of land around the town centre, ready for planting fresh fruit and vegetable plants	Sep 2014 - May 2015	Nil cost - landlord agreement/Grant applications	Yearly - Review of number of projects supported, plots cultivated and public opinions - CTT	-	1.5	1.5
This is Caldicot - Improvements to town centre signage	Implement town centre signage improvements that provide clear directions to and within the town centre. (including a directory map with the asda site)	Improved signage for 'out of town' visitors , encouraging improved dwell time, and linked spending and trips in the town centre	Jan 2016 - Dec 2016	S106 (Newport Road Allocation) /Asda Funding £5,000 donation	Yearly - CTT surveys of shoppers about ease of access within the town		12.0	12.0
	Implement town centre directional signage and promotional information at Caldicot Castle	Improvement of linked trips from events held at Caldicot Castle	Jan 2016 - Dec 2016	S106/Grant Funding	Yearly - CTT survey of visitors to identify linked trips from Castle as a result of improved Signage			
Super-connected Caldicot - Town centre WiFi and digital trails	Install free WiFi throughout the town centre	Provide public with free WiFi as part of the super connected cities program, increased time spent in town centre by visitors as well as retailer providing offers digitally within the town	Oct 2014 -Dec 2016	Welsh Government -Super connected cities funding/S106 (already drawn down)	Yearly - CTT survey of town centre users and uptake for free WiFi in town centre Yearly - CTT survey of retailers identifying number of offers listed and take-up and success of footfall increases	1.8	0	1.8
	Develop digital trails linking the town centre with Severnside tourism routes	Create Digital trails for Historical, tourist and other apps for use within Severnside resulting in increased linked tourism trips	Nov 2016 - December 2017	Welsh Government/S106/Grant Funding	Quarterly - Reports on app users, postal checks for visitors	25.0	-	25.0
	Establish a programme of training opportunities for town centre retailers - to improve understanding and access of electronic/digital marketing	Improve confidence of businesses in 'E-marketing methods'. To improve the sustainability of existing businesses in the town	Apr 2017 - Apr 2018	Grant Funding/CTT Revenue	Yearly - CTT records of training opportunities taken up by businesses in the town. Survey of business to identify of impact of training and changes in marketing methods adopted.	-	-	-
Caldicot: Coming Alive - Events and Attractions in the Town Centre	Develop a program of events and activities with partners in the town that builds upon the regeneration as a community focal point for events and activities	Following successes of the proclamation event, Fun Day, Christmas Lights etc. to increase community spirit and engagement. Increase exposure for businesses improving footfall and turnover and to diversify the reputation and use of the town centre as an activityevents hub for the Severnside area	June 2016- Dec 2017	S106/Grant Funding/CTT revenue	Yearly - CTT survey of numbers of event attendees, together with surveys that invite opinion on community spirit Yearly - CTT business survey on the impact of events on footfall and turnover	3.0	0.3	3.3

Caldicot Town Team Action Plan

	Host an annual Family Fun Day	Within the program of events to host a new yearly event that will boost community spirit and improve footfall in the town centre	Aug 2015 - Aug 2016	\$106 / CTT revenue & income/donations from event	Yearly - Review of numbers attending, local businesses taking part and public response on social media	1.0		1.0
Caldicot Town Team - Promotion, Income & Sustainability	Develop Severnside News to become a self-sustaining community newsletter	Severnside News - generate income from advertisements in magazine	Oct 2013 - Ongoing	\$106 / Income from advertisements	Quarterly - review of advertisement against production costs		2.0	2.0
	Provide a program of training for Caldicot Town Team Members & Directors	To provide members with skills needed to improve sustainability and professionalism of the company	Oct 15 - Oct 17	\$106		1.0		1.0
	Provide a cashflow to allow day to day operations of the town team to continue trading and working towards projects identified		Apr 2016 - Apr 2019	Donations / \$106 / Current Grant Funding ongoing	Annually - Full accounts review of expenditure	11.0		11.0
TOTAL						55.4	67.8	123.2
						14.4		
Remaining NET SC106 FUNDING FOR CONSIDERATION 2016-17						41.0		

Page 1

Seperately considered by Cabinet

Glossary
m2 - Square meters
CSA - Central shopping area
MTA - Market Towns Alive
CTT - Caldicot Town Team
MCC - Monmouthshire County Council

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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>Sevenside</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.

Positives	Negatives
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 responsive ness 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 20th June and then by letter on the 4th July.

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

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

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SUBJECT: STREET LIGHTING UPDATE

MEETING: SEVERNSIDE AREA COMMITTEE

DATE: 19TH OCTOBER 2016

DIVISION/WARDS AFFECTED: Countywide

1. PURPOSE:

Over several years various changes to the street lighting service have been introduced. In particular the remote control of lighting has been introduced along with the dimming and partial switch off of lights in various communities. More recently older lanterns are being replaced with LED lanterns to reduce energy consumption. This report provides members with an update on developments within the service.

2. RECOMMENDATIONS:

- 2.1 That members note the contents of the report and the responses to member queries (appendix 1) and decide what further action, if any, they wish to take.

3. KEY ISSUES:

- 3.1 MCC street lighting team presently manages 10,695 street lights plus traffic lights and VAS signs.
7026 street lights are on the remote monitoring system.
Presently 1751 LED lanterns have been installed all of which are controlled on the monitoring system.
- 3.2 A capital budget has been allocated from the overall highway budget for many years to carry out upgrades to the street lighting furniture year on year. However in 2012 the Council took a SALIX loan (interest free) to purchase new lanterns using the reduction in the energy costs to repay the loan.
- 3.3 Last year a Welsh Government Invest to Save Loan (I2S) was received to install LED lanterns. Again the reduction in energy is funding the interest free loan. Officers are currently assessing the financial viability of a further I2S loan to purchase more LED lanterns (2500 lanterns contemplated).
- 3.4 The 2014/15 budget included a significant saving (£180k) by the introduction of partial switch off, dimming, reduction in maintenance costs and staff cost reduction. This initiative to introduce switch off and dimming commenced during 2014 and continues to be rolled out (a copy of the briefing note to members circulated at that time is provided for information – Appendix 1).

3.5 A member has raised specific questions about the service. These are replicated in Appendix 2 along with responses.

4. REASONS:

4.1 The report provides information to update members on the street lighting service and to respond to specific questions raised.

5. RESOURCE IMPLICATIONS:

None arising directly from the report.

6. CONSULTEES:

None

7. BACKGROUND PAPERS:

None

8. SAFEGUARDING: There are no safeguarding implications arising from this report.

9. FUTURE GENERATIONS AND EQUALITY IMPACT ASSESSMENT

This report provides information about existing policies and procedures as such there are no proposals that would require a FGE assessment. Should proposals in relation to the service come forward at some time in the future then a FGE assessment will be prepared.

10. AUTHOR AND CONTACT DETAILS:

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