

## CALDICOT TOWN COUNCIL

**Minutes of meeting of Planning & Resources Committee held at 6.30 pm on Tuesday, 8<sup>th</sup> June 2010 at Caldicot Town Council.**

**Present:** Cllrs: D Evans, Mayor  
M Steven [left 8pm]  
C Ashwin  
J Bond  
A Easson  
K Harris  
E Harvey  
J Haskey  
A Lloyd  
R Stewart  
P Watts  
S Webb [6.55pm]

In attendance: G McIntyre, A Sandiford, Members of the Public

**In the absence of Cllr S Webb it was resolved to accept a written report re: Agenda item 10 below**

### **1 Apologies**

Apologies were received from Cllrs D Ashwin, R J Higginson, V Lloyd

### **2 Declarations of Interest - To be identified under the relevant item/Forms to be completed**

**Cllrs D Evans and R Stewart declared an interest in Planning**

**Cllr A Easson declared an interest in Caldicot Castle advising Members he had a dispensation to speak and vote on issues relating to the Castle**

### **3 To Suspend Proceedings – Mon CC Lifelong Learning & Leisure re: Caldicot Castle**

See Appendix A

### **4 Planning Applications Received**

**DC/2010/00392:** Conversion of two storey dwelling house in 2 no. one bedroom flats –  
4 Westfield, Caldicot

**TC Refused \***

- **Inappropriate area for cars parking**
- **Scale, layout, design and appearance**
- **Residential amenity**
- **Access issues**

**DC/2010/00457:** Demolition of existing building and construction of new extension, garage and ancillary works – 94 Chepstow Road, Caldicot

**TC Approved**

### **5 Mon CC Planning Information [Displayed]**

#### **i) Approval of Planning Permissions**

**DC/2010/00168:** To remove existing trees and fences to front and side of property behind existing

wall – 1 Woodstock Way, Caldicot

**TC App 31.3.10**

**DC/2010/00295:** Alterations and extensions to accommodate disabled use – 34 Ash Grove, Caldicot

**TC App 11.5.10**

**DC/2010/00299:** Erection of garage and conservatory – 160 Castle Lea, Caldicot

**TC App 11.5.10**

**DC/2010/00339:** Rear conservatory – 1 Kipling Road, Caldicot

**TC App 11.5.10**

## **ii) Refusal of Planning Permissions**

**DC/2010/00141:** Erection of 2 no semi detached dwellings (outline – Land at rear of 63 Longcroft Road, Caldicot

**TC App 31.3.10**

## **iii) Planning Committee Agenda – 1.6.10 – For Information**

Town Council noted Planning Information (i) to (iii) above from Mon CC

**Cllr D Evans, Mayor declared an interest in the following item and left the room**

*In the absence of the Mayor, Cllr M Stevens, Deputy Mayor, chaired the following item:*

### **6 To consider donation to MHA summer playscheme 2010 [b/f TC 26.5.10] [Circ]**

Town Council considered a request for donation to MHA Open Access Play provision, following presentation to Members at TC 26.5.10

**It was resolved to donate £1200 to MHA playscheme from ‘Playscheme’ budget as set aside in Estimates Committee 10.11.09**

### **7 Kelda Water Services re: Implementation of the Private Water Supplies (PWS) Regs 2009 [Circ]**

Town Council noted correspondence advising of new regulations effective from 1.1.10 imposing a duty on the local authority to carry out a risk assessment and monitor all private water supplies and outlining how Kelda Water Services manages water quality to meet the regulations.

### **8 Rabbits at S/L Allotments**

Members were advised that the issue of rabbits at Sandy Lane allotments had been dealt with by the allotment holders and should a further problem arise P&P Pest Control will offer advice at that time.

### **9 To Approve notes of Ryder Cup meeting 2.6.10 [Circ]**

Town Council approved the notes of meeting 2.6.10.

Members were advised of a meeting arranged by County Councillor John Marshall to be held on Friday 11.6.10 at 10am at Mon CC One-Stop-Shop, Woodstock Way, Caldicot for local businesses to meet with representatives of Mon CC Tourism Department in this matter.

**It was resolved to await confirmation from Mon CC to further meet with Town Council for an update in this matter and to invite local businesses to attend that meeting.**

#### **i) To consider signage specific to Caldicot and location of banners**

Town Council considered signage specific to Caldicot and requested signage on approach roads to the town and at Caldicot Castle.

It was requested if Town Council could hold a competition for local school children to design a poster welcoming the Ryder Cup to Caldicot.

**It was resolved:**

- i) to request signage on approach roads to the town and at Caldicot Castle substituting ‘Caldicot’ for ‘Wales’ on the posters.**
- ii) that Town Council Governors invite schools to design a poster welcoming the Ryder Cup to Caldicot which could be judged by the Mayor**

**10 Reports: [b/f TC 26.5.10]**

**ii) Cllr S Webb re: Governors Report Temp New Primary School – Green Lane**

Town Council accepted written report on the above school from Cllr S Webb.

The meeting closed at 8.20pm

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Mayor/Deputy Mayor

## APPENDIX A

### 3. To Suspend Proceedings – Mon CC Lifelong Learning & Leisure re: Caldicot Castle

The Mayor welcomed Messrs Andy Keep and Peter Ellis to the meeting.

Mr Keep thanked Members for the invitation to come and answer Members' questions on issues relating to Caldicot Castle and stated he was disappointed in Town Council's vote of no confidence, particularly as he would have addressed Town Council earlier, had he been requested to do so.

Mr Keep offered to come back to address Town Council at a later date, if required to do so, to update further on issues forming part of an internal audit report currently being considered and not able to be discussed at this time.

Catering at the Castle:

- Sept 09 Jamiesons ceased trading temporarily – turned out to be permanent
- Met with Mon CC officers and regular meetings held to end of Christmas period 09
- Met with County Councillors and agreed courses of action
- Jamiesons as an outside contractor was not the responsibility of Mon CC
- The tendering process according to Contract Standing Orders must be adhered to – previous contractors entitled to reapply

Internal Audit Report:

- Requested re: issues leading up to the cease of contract and how contract managed
- Report commissioned and advice sought from Internal Audit – **AK to re-address Members following consideration of report by Audit/Scrutiny Committee if required**
- Review findings of process and awarding of contract to Jamiesons
- How contract was managed
- Concerns from an elected Member that contract awarded prior to official process – being investigated and additional information since requested and received from Member – report will be made available to elected Members for scrutiny. Full feedback will be made to Town Council via the Minutes on conclusion.

Existing bookings [as at Sept 09]:

- Concerns raised re: significant number of existing bookings
- All bookings honoured and new bookings taken up to Christmas 09
- All pre-booked weddings took place
- Lost substantial amount of money from deposits taken by contractor
- Profit from events made following functions to end of 2009.
- Entered into negotiations to purchase fixtures and fittings from previous contractor

Future catering contract for banquets, weddings etc

- A catering contract firm has been commissioned to look into and make recommendations
- Hope to tender for contract shortly
- Liaising with Internal Audit and Procurement Department
- No guarantees can be given that successful contractor will not cease trading - will be working with Internal Auditors to ensure appropriate financial checks undertaken
- Mon CC Contract Standing Orders must be adhered to
- Mon CC determined to make success of the Castle
- Mon CC doing everything possible to make correct decisions for the long term benefit of the castle
- Looking at long term contract
- Looking to incorporate 'break closure' and 'review periods' in contract
- Regular meetings held with elected Members during the process

#### Closure of tea rooms

- A contract for the running of the tea rooms has been awarded for the current season and the caterers are keen to be up and running asap.

A Member of the public referred to the loss of business in the area from the apparent lack of events held at the castle and also referred to rumours surrounding the castle. **AK confirmed the rumours were unfounded and stated he was very sorry for the impact the situation at the castle had had on local business.**

Cllr A Easson outlined his concerns expressed to Mon CC prior to March 08 and his involvement to date, including unsuccessful attempts to view a copy of the audit report.

Mr Keep referred to the separation of powers between officers and elected Members and outlined the officers involved in the tendering process.

A Member requested Town Council have an input in the tendering process and requested if the process could be complete in time for the Ryder Cup.

Mon CC is responsible for running the castle for the benefit of Monmouthshire and will continue to work to put on events at the castle. A Member referred to communication between Caldicot Town Council and Mon CC in relation to events held at the castle.

Members requested Mon CC Development Manager address Town Council. Mr Keep stated he held overall responsibility for management of the castle.

Audit & Accounts Committee due to meet end July 2010, following which Mr Keep will be in a position to update Town Council.

A Member requested Mon CC consider the facilities at the castle.

Consultants have been requested to look at a variety of events to promote the castle, including the promotion with the coach market.

A Member referred to £10,000 grant awarded for the marketing of the castle.

Reference was made to dressing the castle for the Ryder Cup.

The Mayor requested if Mon CC would consider Town Council taking over the castle with a management committee – **AK unable to answer the question as unexpected**

**AK to advise Town Council of latest update before Members close for summer recess.**