

CALDICOT TOWN COUNCIL

**Sandy Lane
Caldicot**

**Minutes of Planning Committee Meeting held at 6.30pm on Tuesday 14th March 2006 at
Caldicot Day Luncheon Centre**

PRESENT:

Cllrs P Tidmarsh, Mayor	G Jenkins [6.40]
D Ashwin	R J Higginson
E Davies	R Stewart
D Evans	K Thomas

In attendance: A Sandiford

1. Apologies

Apologies were received from Cllrs C Babb, W Edwards, J Harris, J Haskey, D Jones, J Roberts and Mrs G McIntyre

2. Declarations of Interest

Cllr R Stewart declared an interest in Planning Matters
Cllr R J Higginson declared an interest in Plan M/12610
Cllr G Jenkins declared an interest in Plan M/12710

**3. Suspended Proceedings – Mr D C Swanson, Development Control Manager, Mon CC to
Address Town Council re: Planning Procedures**

See Appendix A

**4. To Approve the Minutes of Planning Committee as part of Full Town Council held
Wednesday 22nd February 2006 [CIRC]**

The Minutes were approved as a true record

5. Planning Applications [Displayed]

Plan M/12572: Erection of an Outbuilding – 6 Kestrel Close, Caldicot **TC Approved***

***Observation:** Building line affects visual aspect of neighbouring property

Plan M/12593: Installation of Postman Security Box - Opp 156 Castle Lea, Caldicot
TC Approved

Plan M/12607: Rear Single Storey Extension – 232 Newport Road, Caldicot **TC Approved**

Plan M/12610: Installation of Postman Security Pouch – Side of 16 & 17 Denny View, Caldicot
TC Approved

Cllr R J Higginson declared an interest in Plan M/12610

Plan M/12613: Single Storey Side Extension – 48 Lapwing Avenue, Caldicot **TC Approved**

Plan M/12617: Installation of Postman Security Container – Opp. St Paul's Church,
Longcroft Road, Caldicot **TC Approved**

Plan M/12641: Proposed Disabled Access Ramp – Monmouthshire Building Society,
66 Newport Road, Caldicot **TC Approved**

Plan M/12710: Convert Garage to Habitable Room – 8 Heol Towy, Caldicot **TC Approved**
Cllr G Jenkins declared an interest in Plan M/12710

Plan M/12713: Conservatory – 18 Plover Crescent, Caldicot **TC Approved**

Plan M/12751: Two Storey Extension of Rectory to Provide Larger Study/Office on Ground
Floor and Additional Bedroom Over The Rectory – 39 Church Road, Caldicot **TC Approved**

6. Mon CC Planning Information [Displayed]

i) Planning Permission

Plan M/12401: 1st Floor Rear Extension – 17 Green Lane, Caldicot **TC Approved 25.1.06**

Plan M/12417: Conservatory – 4 Wiesental Close, Caldicot **TC Approved 25.1.06**

Plan M/12348: Office Extension – Caldicot Parish Hall, Llantony Close, Caldicot
TC Approved 13.12.05

ii) List of Planning Applications Received/Delegated Decision List/New Enforcement Cases and Resolved Cases

06.02.06 – 10.02.06

13.02.06 – 17.02.06

iii) Mon CC Planning Agenda 7.3.06 – For Information

iv) To Note Cancellation of Planning Committee Meeting 21.3.06

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

7. Mon CC – Implementation of New Computer System and Future Developments [Circ]

Town Council noted correspondence from Mon CC advising of the implementation of a new computer system for planning services and forthcoming training courses for Town and Community Councillors.

8. Town Twinning

Cllr R J Higginson – To consider purchase of table decorations/flags/lapel badges [Circ]

Town Council considered correspondence from Cllr Higginson requesting the purchase of table decorations, flags and lapel badges for the forthcoming twinning visit. Cllr Higginson stated he had ordered 40 French flags for the table decorations, at his own cost.

It was resolved to purchase via Cllr R J Higginson [DE/GJ]:

- i) 150 lapel badges at approx. 70p each
- ii) 40 Welsh flags and bases for table decorations [40 French flags paid for by Cllr Higginson]
- iii) 2 x 5'x3' National Flags [French and Welsh]

9. Cllr R J Higginson – Re: request for letter of support for St Mary’s Church [Circ]

Town Council resolved to write a letter of support for St Mary’s Church to obtain grant aid for the installation of disabled toilets and ancillary facilities to its Church hall in order to comply with the Disability Discrimination Act.

10. To Consider planting/flowers on Mitel Roundabout

The Mayor stated this item was omitted from Tendering Sub-Committee meeting and will be brought forward to Town Council meeting 29.3.06.

11. Committee – To consider exclusion of the press and public from the meeting during consideration of the following items in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information

The Following items were considered in Committee:

i) To Approve purchase of New Computer

Town Council considered three quotations for the supply, installation and setting up of two new computers to Town Council office as per recommendation from Tendering Sub-Committee.

Town Council resolved to approve quotation from Apex Computers at a cost of £1,574, subject to confirmation within 24 hours of the inclusion of 3-year on-site maintenance warranty, failing which it was resolved to accept quotation from Active Communication Systems at a cost of £1,566.82 [GJ/DA].

Cllr K Thomas wished it recorded he was against the purchase of two new computers for Town Council office.

ii) To Approve decoration of DLC

Town Council considered three quotations for the redecoration of DLC building [excluding kitchen area].

It was resolved to accept quotation from T Cook & Sons at a cost of £700 [DE/RJH].

Following the meeting the Mayor referred Members to correspondence received in relation to CCTV and the Service Level Agreement and it was agreed to call a meeting of CCTV Working Party prior to Full Town Council meeting 29.3.06.

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Mayor/Deputy Mayor

APPENDIX A

Mr D C Swanson, Development Control Manager, Mon CC to Address Town Council re: Planning Procedures

The Mayor welcomed Mr Swanson to the meeting who addressed the meeting as follows:

Mon CC is in the process of modernising the planning service and organising training courses for Town and Community Councils – pilot meeting 28.4.06 to which one Town and Community Councillor from each Council in Monmouthshire will be invited.

Mon CC is also in the process of introducing a new computer system, which would allow applicants to track progress of certain planning applications via the internet.

Town and Community Councils are consulted on every planning application and this will continue.

Town & Community Councillors are permitted to speak at Planning Committee, provided they are representing the observations of their council, not personal or individual observations.

Planning Policy Wales – available via Welsh Assembly Govt website sets out broad Government advice on how planning applications should be dealt with.

Planning process must act in public interest.

Applicants are permitted to apply for planning permission retrospectively.

Occasionally planning applications are processed without the case officer realising planning permission is not required. This is permitted development and all fees paid to Mon CC are refunded, Special circumstances, eg properties housing up to 6 persons with special needs do not require planning permission.

Enforcement matters/reports are dealt with under “Committee”

75% - 80% of applications are dealt with under delegated powers as a means of speeding up the planning system, eg house extensions, objections, barn conversions, up to 9 dwellings.

10+ dwellings, construction over 1000 square feet and controversial planning applications are considered at Planning Committee.

Local members can request certain planning applications are considered at Planning Committee.

Members should keep an open mind about planning applications.

County Cllrs on Planning Committee must not express views on planning applications prior to Planning Committee.

Mr Swanson outlined the Unitary Development Plan.

The Mayor thanked Mr Swanson for his presentation.

Mr Swanson left the meeting at 7pm