

17th June 2022

Dear Councillors

You are hereby summoned to attend an Ordinary meeting of the Planning and Administration Committee of Chepstow Town Council to be held in the Council Chamber, The Gatehouse, High Street, Chepstow and online via Zoom <https://zoom.us/j/7344109571>, on Wednesday, 22nd June 2022 at 6.15pm, for the purpose of transacting the following business.

Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct

Yours faithfully



Lucy Allen
Town Clerk

AGENDA

1. Election of Chair and Vice Chair

2. Declaration of interest in items on the agenda

Declarations of Interest form attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.

3. To Suspend Standing Orders

a) Public Open Forum (15 minutes at the discretion of the Chair)

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

4. Minutes

To approve the [minutes of the Planning and Administration Committee held on the 27th April 2022](#).

5. Matters Arising

To report matters arising from the minutes, not on the agenda: for information only.

6. Monmouthshire County Council Planning Decisions

To note the following decisions of Monmouthshire County Council:

(A=Approved/D=Declined) (E=Endorsed CTC decision/C=Contrary to CTC decision):

| | | | |
|---|---------------|--|---|
| A | DM/2021/01562 | Plot 5 Lower Hardwick, Hardwick Hill | C |
| A | DM/2021/01623 | Little Hervells Court, 3 Hardwick Hill | C |

7. Planning Applications

To consider the following planning applications:

[DM/2022/00710](#) - The Dell Primary School, Welsh Street, Chepstow (St Kingsmark)
Provision of an external refrigeration unit as part of an internal kitchen upgrade.

[DM/2022/00711](#) - Afon Gwy Hotel, 28 Bridge Street, Chepstow (Chepstow Castle)
Application to retain an 'AS BUILT' covered pergola in the garden constructed to meet the previous COVID requirements for restaurants.

[DM/2022/00783](#) – Gwentlands, Bulwark Road, Chepstow (Larkfield)

To roof over an area (approximately 8m x 8m) of the gravelled yard for a solar roof project.

[DM/2022/00784](#) – Gwentlands, Bulwark Road, Chepstow (Larkfield)

Listed Building Consent Heritage, to create an 8mx8m solar roof over a gravelled courtyard, chimney demolition and wood store.

[DM/2022/00801](#) - 4 St Tecla Road, Bulwark, Chepstow (Larkfield)

Proposed single storey rear orangery style extension.

[DM/2022/00807](#) – Kinross, Welsh Street, Chepstow (Kingsmark)

Convert existing detached garage to granny annexe with rear extension for wet room.

[DM/2022/00838](#) - 4 Bridge Street, Chepstow (Chepstow Castle)

Listed Building - Alterations and amendments

8. Correspondence

a) Monmouthshire County Council New and Decided Enforcement Cases

i) To note the [new](#) and [decided](#) enforcement decisions of Monmouthshire County Council for April 2022 .

ii) To note the [new](#) and [decided](#) enforcement decisions of Monmouthshire County Council for May 2022.

b) Planning Aid Wales – Planning from Start to Finish

To consider enrolling on “[Planning from Start to Finish](#)” which is an online course produced specifically for Town and Community Councils, is an introduction to or refresher on all aspects of the planning system in Wales. Cost of a one year course for up to 20 Councillors is £150.00 (*LGA 1972, s111*).

The course will take around 2 hours to complete in one sitting or can be viewed in parts (the course is broken into 20+ short video sections).

9. Date of Next Meeting

To confirm arrangements for the next meeting of the Planning and Administrative Committee of Chepstow Town Council on 13th July 2022 at 6.15pm and consider if this will be held remotely or hybrid.