

**CHEPSTOW TOWN COUNCIL**

**The Gatehouse, High Street, Chepstow NP16 5LH  
Tel. 01291 626370 Email: admin@chepstow.co.uk**

31<sup>st</sup> May 2024

Dear Councillor

You are hereby summoned to attend the Ordinary meeting of the **Environment and Amenities Committee** of Chepstow Town Council to be held via Zoom remote meetings: Join Zoom Meeting

<https://zoom.us/j/7344109571>

on **Wednesday 5<sup>th</sup> June 2024 at 7.00pm**, 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. Apologies**

**3. Declarations 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.

**4. 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.

**b) Monmouthshire County Council – To discuss two projects:**

- i. new public recycling and litter bins;
- ii. working with business and residents to understand the waste issues to see if improvements/reductions in waste can be made.

**c) Sustain Wales – To receive a presentation outlining membership benefits.**

**5. Minutes**

To receive the [Minutes of Environment and Amenities Committee meeting held on Wednesday, 13<sup>th</sup> March 2024](#).

**6. Matters Arising**

To receive the [report on matters arising from the minutes](#), for information only.

## 7. Vision Document

To review the [Town Council's aims and priorities in its Vision document](#) and re-align the existing/new projects from the report in agenda item 8. Projects Report.

## 8. Projects Report

To receive the [update report on Environment & Amenities Projects](#) and consider the following:

4c. Town Centre Planting/Green Spaces Management Strategy (GSMS) – to consider the invitation from local residents to discuss development of a strategy

5. Signposting – to consider any next steps, noting that there is a broken arm on the finger post at the Castle.

6a, b, c. E-bikes – to consider any next steps.

8. Electric bus – to consider any next steps.

9. Trail app – to receive the [presentation from AT Creative](#) and consider any next steps.

10. Thornwell Garden – to note the update and consider next steps.

## 9. Public Toilets

To consider the [report, prepared by the Community Projects Officer on the public toilets in Chepstow](#) and agree any next steps.

## 10. Shopping Voucher Scheme

To consider [the report on a shopping voucher scheme, prepared by the Community Projects Officer, on similar schemes in other towns](#) and to consider any next steps.

## 11. Sustain Wales

a) To receive the [Member Update](#)

b) To consider ways in which the Town Council can make best use of the membership that it has with Sustain Wales.

## 12. Green Top Markets

a) To review the [terms of agreement for Green Top Markets](#).

b) To receive the [email from a concerned business owner](#) and the response.

## 13. Flea Market

To receive an update from Cllr M Perkins on the Flea Market being held at the Drill Hall on 7<sup>th</sup> July 2024.

## 14. Events *b/f Full Council 27.3.24 minutes 202.3*

a) To consider the [response from Caldicot Town Council on its relationship with Caldicot Town Team](#).

b) To consider the number of events that Council itself can commit to and further options for working with others within the town going forward (noting VE/VJ celebrations in 2025).

## 15. Christmas Lighting 2024

a) To consider the date and arrangements for the annual Christmas Light Switch on event.

b) To consider the request from Green Top Markets to hold a Twilight Market on the same evening in the High Street.

## 16. Consultation(s)

To consider a response to the Wye Valley National Landscape Partnership: [Draft Position Statements](#) closing date 14.7.24.

**17. Correspondence**

To consider correspondence listed below:

- a) [Email received raising various points/issues about Chepstow High Street.](#)
- b) [Friends of the River Wye Newsletter](#)
- c) [Hedgehogs R Us Highway Project](#)

**18. Summer Floral displays watering**

To consider the quotation received for the watering of the summer floral displays – *to follow.*

*Under Financial Regulation 11.2 iv this can be classed as an extension to an existing contract which expired in 2023. In addition, due to this being a specialist contract, and having many times in the past tried to find competitive quotes and been unsuccessful, Members are asked to waive Financial Regulations to enable this decision (allowable under Financial Regulation 11d - When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council).*

**19. Items for Next Meeting**

Boverton Nurseries – to discuss planting for 2025

Land at Bulwark Shops

Play provision – update

**20. Date of Next Meeting**

To confirm that the next meeting of the Environment and Amenities Committee will be held at 7pm on Wednesday, 10<sup>th</sup> July 2024 in the Council Chamber and via Zoom online meetings.