



## CHEPSTOW TOWN COUNCIL

Minutes of the ordinary meeting of **Environment and Amenities Committee** of Chepstow Town Council held in the Council Chamber and via Zoom on Wednesday, 10<sup>th</sup> July 2024 at 7pm

### Present:

**Chair:** Cllr M Griffiths

**Councillors:** V Badderley-Potter, T Griffiths, M Le Peltier (remote, left 8.05pm), H Livesey-Jones, J MacTaggart, D Rooke, M Perkins, A Thompson-Lancaster (remote)

**Apologies:** None

**In Attendance:** Mrs L Allen (Town Clerk)  
Mrs A Sandiford (Deputy Clerk)  
Miss C Baker (Community Projects Officer)  
Cllr O Amphlett

### 21. Apologies

See above

### 22. Declarations of Interest in Items on the Agenda.

None

### 23. To Suspend Standing Orders

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

There were no members of the public in attendance.

### 24. Minutes

The Minutes of Environment and Amenities Committee meeting held on Wednesday, 5<sup>th</sup> June 2024 were approved as a true record and signed by the Chair.

### 25. Matters Arising

Members received the report on matters arising from the minutes and considered the following item:

**10. Shopping Voucher Scheme:** Members noted the response to an enquiry as to whether Chepstow Chamber of Commerce would be interested in organising a similar shopping voucher scheme to that carried out by Monmouth Chamber of Commerce, to bring people into the town.

#### RESOLVED:

To accept the offer to meet with Chepstow Chamber of Commerce and to nominate Cllr M Le Peltier as Council's representative on the group, to meet and report back to the committee.

## 26. Projects Report

Members considered the Environment & Amenities Projects report and discussed how best to formulate the report going forward, to categorize and group the projects. It was suggested that working groups are set up to meet to consider various projects in order to make recommendations to the Committee. Reference was made to Council's membership with Sustain Wales and it was agreed to forward a copy of the Projects Report to Sustain Wales to see if there are any projects within the report that it could assist the committee with.

### RESOLVED:

- To set up a Green Strategy Working Group to consider the green agenda and to nominate Cllrs M Griffiths, V Badderley-Potter, H Livesey-Jones and A Thompson-Lancaster to the group.
- To forward a copy of the Projects Report to Sustain Wales to identify any projects it can assist the committee with and subsequently arrange a meeting to discuss these.

In the meantime, the following items were discussed:

- **Bee friendly/pollinator spaces:** To be included as a topic for the Green Strategy Working Group.
- **Town Centre planters/planting:** To be included as a topic for the Green Strategy Working Group.
- **Carbon Reduction:** Community Projects Officer to re-circulate the building report and full report for Chepstow. This topic to be further discussed at the meeting to be arranged with Sustain Wales.
- **Provision of public Toilets in Chepstow:** Members considered the assessment of public toilets against 'quick wins' report by the Community Projects Officer.

### RESOLVED:

- To install a radar key on a chain outside the disabled toilets at Welsh Street and the Tourist Information Centre (TIC) to be accessible during opening hours at an approximate cost of £25 (*Public Health Act 1936, s87*).
- To accept the following recommendations and delegate authority to purchase to the Community Projects Officer in conjunction with the Town Clerk:
  - R1: To install external signs drafted for public toilet information, in both English and Welsh.
  - R2: To install external signs drafted for 'male and female cleaning operatives at these facilities', one to be positioned at each toilet entrance, in both English and Welsh.
  - R3: To introduce consistency in cubicle locks across all cubicles in all public toilets, that are hardwearing and easy-grip – Style 1 at a cost of £27.99 each.
  - R4: To ensure all cubicles have a coat hook.
  - R5: To install standing height and low-level hooks in all accessible toilets.
  - R6: To install, where feasible, a small shelf in each accessible toilet.
  - R7: To replace 'Chepstow Town Council Community Rooms' signage with 'Public Toilet'.
  - R8: To fix the light in the hallway of Thomas Street toilet.
  - R9: To investigate the feasibility of installing small shelves or fold down shelves near baby change units.
  - R10: To fit a family toilet seat at the family toilet/baby change at the TIC.
  - R11: To assess current deep clean regime, methods and schedule with a view to improving the overall appearance so that it is reflective of the high standard of cleaning

that is being carried out daily. Noted that this is more difficult given the age of Welsh Street and TIC toilets and that these are not in the Town Council's ownership.

- R12: That Cllr D Rooke investigates possible causes of persistent odour at Thomas Street toilet with a view to improving the facility for users.
- For the Community Projects Officer to further investigate and report back on opening hours and décor at the next meeting.
- **E-bikes:** Cllr P Griffiths to report back to Full Council.
- **Thornwell Garden:** 3 quotes were requested but only 1 quote to undertake a feasibility study has been received.

**RESOLVED:**

To accept quotation for £6,000 ex VAT from Wellbeing Power to carry out a feasibility study re: Thornwell Garden in September 2024 (*Local Government Act 1976 (MP),s19*).

- **Bumblebees/Bee Walks:** It was agreed not to pursue hi-vis bee vests for bee walks.
- **The Dell Drinking Water Fountain:** It was agreed to arrange the unveiling of the plaque on the water fountain prior to Full Council meeting on 24<sup>th</sup> July 2024.
- **Christmas Lights switch on:** It was agreed to set up a working party to take this project forward.

**RESOLVED:**

To set up a Christmas Lighting Working Group and to nominate Cllrs M Griffiths, T Griffiths, M Perkins and J Rosser to the group.

- **Proposal from business owner:** Members considered a report by the Town Clerk following a business owner in Bulwark approaching Town Council to request consideration of additional Christmas lighting in Bulwark.

**RESOLVED:**

To delegate authority to the Town Clerk to liaise with the business owner in this matter up to a maximum budget of £7,000. (*LGA 1972, s145*)

## 27. Town Council Vision document

Members considered the written report following a review of Town Council's Vision document by Cllrs M Griffiths and A Thompson-Lancaster in conjunction with the Community Projects Officer.

**RESOLVED:**

To accept the report as a framework for the work of the Environment and Amenities Committee and the Community Project Officer.

## 28. Play Provision

Members received a verbal update from the Clerk, on the play provision provided by Monmouthshire County Council (MCC) as part of the new Service Level Agreement (SLA) in the sum of £43,500. It was noted that the Clerk was trying to arrange bi-monthly meetings to monitor progress of the service due to Council's financial commitment. Members were keen for MCC to provide board games sessions for the youth as part of the SLA, as discussed last year.

**RESOLVED:**

For the Clerk to liaise with MCC regarding the board games sessions and to add regular reports on the play provision in Chepstow to the Environment and Amenities agenda.

**29. One Voice Wales (OVW) – Holocaust Memorial Day 2025 – b/f Full Council 26.6.24 min ref 44a**

Members considered correspondence advising 2025 will mark the 80<sup>th</sup> anniversary of the liberation of Auschwitz-Birkenau and that the theme for Holocaust Memorial Day 2025 will be 'For a Better Future'.

**RESOLVED:**

For Cllr J MacTaggart to further investigate this matter and report back to Full Council in November for consideration.

**30. Events - b/f Environment & Amenities 5.6.24 minute 14**

a) Members considered the response from Caldicot Town Team detailing how it is funded.

**RESOLVED:**

To acknowledge correspondence from Caldicot Town Team and note the content.

b) Members considered 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).

**RESOLVED:**

To defer this item pending investigation with Chepstow Events Team and the Festival of Arts in the first instance to ascertain if there are any planned events for the town in 2025.

**31. Bulwark and Thornwell as part of Chepstow**

To considered the response from Catrin Maby, Cabinet Member for Climate Change and the Environment, following the request that Monmouthshire County Council considers Bulwark and Thornwell as part of Chepstow in all its decision.

Members were disappointed with the response and requested a meeting with the Cabinet Member and Bulwark and Thornwell Councillors, in person at Bulwark Shops, to discuss Town Council's concerns.

**RESOLVED:**

To request a meeting in person between Bulwark and Thornwell Councillors and Catrin Maby, Cabinet Member for Climate Change and the Environment.

**32. Correspondence**

**a) Chepstow Foodbank**

Members noted the Chepstow Foodbank Report and the committee expressed its disappointment that there was still a need for foodbanks in this day and age. Members expressed their appreciation for the service that the Foodbank provides and accepted the invitation to visit.

**RESOLVED:**

To accept Chepstow Foodbank's invitation to visit and to arrange this as a group on a Friday.

**b) Friends of the River Wye News**

Members considered correspondence from the Friends of the River advising that Welsh Government had granted its request for the Warren near Hay-on-Wye to be awarded bathing status. A discussion ensued and it was noted that presentation events were only being planned in the north of the county. The Community Projects Officer clarified the merger between the Friends of the Upper Wye and the Friends of the Lower Wye, due to lack of support in the south of the county. It was stated that Chepstow residents are also concerned about the state of the Wye.

**RESOLVED:**

To recommend to Full Council that Friends of the River Wye is requested to work with Town Council to hold a public event in Chepstow.

**33. Items for Next Meeting**

Boverton Nurseries – to discuss planting for 2025.

**34. Date of Next Meeting**

Confirmed that the next meeting of the Environment and Amenities Committee will be held at 7pm on Wednesday, 11<sup>th</sup> September 2024 in the Council Chamber and via Zoom online meetings.

**CLOSE:** This completed the business of the meeting at 8.40pm

**SIGNED CHAIRPERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_