

# Monmouth Town Council

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## ENVIRONMENTAL AFFAIRS COMMITTEE

**Minutes of the meeting held on  
4<sup>th</sup> October 2010  
in Shire Hall Monmouth**

**PRESENT:** Deputy Chairman Councillor Mrs B Smith

Councillor G Bright	Councillor Mrs S Chivers
Councillor Mrs A Dewhurst	Councillor Mrs J Gunter
Councillor J Fletcher	Councillor Mrs J Hall
Councillor B Hayward	Councillor M Jones
Councillor C Munslow	Councillor Mrs A Were

**IN ATTENDANCE:** Councillor Mrs S White and Councillor J S Saran

### **Inspector Boycott gave a presentation regarding parking offenders in Monmouth**

Inspector Boycott explained that the Traffic Warden has been on sick leave and would be for 6 weeks more. While working she issued an average of 40 tickets a month. Community Support Officers currently have responsibility, along with many other duties, and only issue an average of 24 fixed penalty notices a month. Councillors felt that the low number of fixed penalty notices issued contributed to the problem. Some PCSOs had been observed walking past illegally parked vehicles. Councillors were asked to contact Inspector Boycott when this happened and also when they were seen walking in pairs.

Councillors listed the areas causing most concern: Agincourt Square, beside Iceland, around the toilet block and on Monnow Bridge. Inspector Boycott said there were restrictions on lorries loading and unloading at Iceland which were not always observed. However a way forward may be to restrict loading and unloading times for lorries throughout the town.

Councillors felt that there were too many friendly warnings and not enough prosecution. Inspector Boycott insisted that prosecution alone was not the solution as offenders, usually local people, frequently re-offended. He outlined a plan for a campaign to focus on the issue. Posters would warn of "zero tolerance" of illegal parking. He is looking for partners, e.g. schools, to help raise awareness of the problem in and around the town. He sees good communication to build rapport with local drivers, together with "vigorous enforcement" as the way forward. Councillors supported the proposal.

Councillor Mrs S White and Councillor Mr J Saran were advised by the Clerk that they may verbally apply for co-option to speak and vote on an agenda item such as no.56, under Standing Orders. Both requested to do so.

AGENDA ITEM	DETAILS	ACTION
53.	<p><b>To receive declarations of interest in items on the agenda:</b></p> <p>Councillor Mrs A Dewhurst declared a personal interest in agenda item 66            Councillor Mrs S White declared a personal interest in agenda item 66</p>	
54.	<p><b>To receive apologies for absence:</b></p> <p>Councillor R Bond</p>	
55.	<p><b>To approve and sign minutes (as amended 17/09/2010) of the meeting held on 23 August 2010:</b></p> <p>The minutes were approved correct and signed</p> <p>Proposed: Cllr Mrs J Hall      Seconded: .Cllr R Hayward            For: 8                                  Abstentions: 1</p>	
56.	<p><b>To elect a Chairman of the committee due to the resignation of Councillor T Christopher.</b></p> <p>Councillors Mr G Bright and Mrs B Smith were proposed. Before discussion or a vote was taken, Councillor Mrs J Hall advised that Cllr Mr T Christopher would be willing to stand as Chair again if he had the full support of the Committee.            The Clerk advised that she was unsure of the proper procedure in this instance.            It was then resolved to defer the election of Chair of the Committee until the next meeting.            Proposed: Councillor Mrs J Hall      Seconded: Councillor Mr            Resolved unanimously</p> <p>The Deputy Chair ,Councillor Mrs B Smith, then chaired the remainder of the meeting</p>	

<p><b>57.</b></p>	<p><b>To review action summary and receive the Town Clerk's report:</b></p> <p>Action Summary noted and updated  <b><u>Town Clerk's Report (For Information Only)</u></b></p> <p>Mr Roocroft  Has contacted the office and councillors on several occasions recently regarding planting and other issues requesting private meetings. In consultation with the Mayor and committee Chairs, he has been offered time to talk to Councillors at the Full Town Council meeting on 11<sup>th</sup> October, so that all appropriate members are aware of his concerns. Mr Roocroft has initially indicated he may not be able to attend that day. No proof of public liability insurance has been received at the office to date.</p> <p>Drybridge Park Bin  Tim Bradfield (Recreation Officer MCC) has confirmed that a pad is now in position for a bin in Drybridge Park and he will arrange for the bin itself to be installed as soon as possible.</p> <p>Litter Bin at Rowing Club  It has been reported that a litter bin just to the right of the subway exit when walking towards the Rowing Club, has been burned out.  I will arrange to have this replaced according to the policy agreed on bins as per Agenda Item 64 and subject to Committee authority as appropriate.</p> <p>Insurance  I have now established that litter bins and benches are not included on our insurance policy.</p>	
<p><b>58.</b></p>	<p><b>To receive correspondence:</b></p> <p>Letter Numbers 3, 5, and 16 were read out.  Discussion took place regarding lack of contact from D Mansfield  Letter 11 was read out as further authority required to pay invoice of £840 for installation of benches. Approved.  Proposed: Cllr Mr R Hayward Seconded: Cllr Mrs J Hall  Unanimous</p> <p>Letters 10 and 16  Discussion took place regarding ownership of Monmouth Scenic Maps.  It was agreed that the Clerk send a letter asking for a copy of the agreement for siting the map in the first place.</p>	

59.	<p><b>To review the Committee's expenditure to date:</b></p> <p>Expenditure to date agreed.  Cllr Mr R Hayward questioned the money held in the earmarked reserves from last year.  The Clerk read out details of the earmarked reserves . Cllr Hayward pointed out it was bad practice to hold earmarked reserves for committees, that they should be held and returned to general reserves.  It was agreed that a decision over earmarked reserves should be deferred to the following meeting, with details distributed to members before then.</p>	
60.	<p><b>To receive reports:</b></p> <p><b>a.To receive report from the Christmas decorations working group:</b> Councillor Mrs J Hall reported as discussed at the last meeting  7.30pm Cllr Mr C Munslow left the meeting.</p> <p><b>b.To receive report from planting scheme supervisory working group:</b> Councillor Mrs B Smith reported that the plants from 2 planters in Blestium Street had been removed and replaced with pansies, without the Council's permission. It was agreed that the Clerk would notify the police.  An update meeting is to be arranged with Mike Frost.  Cllr Mr R Hayward and then Cllr Mr G Bright left the meeting briefly and returned</p> <p><b>c.To receive and report to CSATS working party:</b> Questions were raised as to what happens to information passed to CSATS. It was agreed that the Clerk contact the CSATS representative and confirm meeting dates.  7.45 Cllr Mr J Saran leaves the meeting.</p>	
61.	<p><b>To establish a working group to work with other organisations to promote the Town's assets:</b></p> <p>It was agreed to defer this item to the next meeting</p>	
62.	<p><b>To discuss the problems with bus access in the area adjacent to Monnow Vale:</b></p> <p>The Clerk explained the issue raised by a member of the public, although there were further points to be clarified. Cllr Mr T Christopher had agreed to meet the gentleman as in his Ward. The matter to be raised with the Monnow Vale group.  It was agreed to defer the item.</p>	

63.	<p><b>To set the budget for the forthcoming year:</b></p> <p>A draft budget was agreed to go before the next Finance and Policy Committee meeting on 1<sup>st</sup> November for approval.</p> <p>It was agreed that the Shire Hall payments should be transferred to the Finance and Policy budget.</p> <p>The draft budget was agreed under the following categories- £5000 for Match Schemes, £5000 for Town Maintenance, £20,000 for CCTV, £26,000 for Street Decorations, £600 for Heritage Schemes and £5000 for Town Centre Enhancements, totalling £61,600.</p> <p>Proposed: Cllr Mr R Hayward    Seconded: Cllr Mrs J Hall  For: 10    Abstentions: 1    Against: 0</p>	
64.	<p><b>To discuss adopting a policy regarding litter bins and dog waste bins:</b></p> <p>The Clerk reported that issues over bins needed addressing such as a policy on replacement, and the map in the Town Clerk's office identifying Town council owned bins and benches needed updating. Some discussion took place regarding keeping separate litter and dog waste bins, but it was agreed it was a matter for a working party. Cllr Mr R Hayward confirmed that bins were not covered under our insurance, but that if necessary, the Finance and Policy Committee would hold a contingency fund which could be requested for use. A working party was agreed of Cllr Mrs A Dewhurst, Cllr Mrs J Gunter, Cllr Mr G Bright, Cllr Mr M Jones, Cllr Mrs A Were</p>	
65..	<p><b>To agree to contact 'Open Spaces' to establish who notified them regarding the status of the Millennium Field (if necessary, under the Freedom of Information Act):</b></p> <p>Cllr Mrs S Chivers asked who had requested the item to be placed on the agenda and that the information should be available. The Clerk informed the members that the previous Chair (Cllr Mr T Christopher) had agreed the item on the Agenda but the Clerk was not aware who had initially requested it. It was also suggested that the item should not be discussed if the proposer was not present. The Clerk informed members that she would check the correct procedure.</p> <p>Discussion also took place about letters published in the press anonymously.</p> <p>It was resolved that the Clerk write to "Open Spaces" informing them that Monmouth Town Council is not responsible for the area.</p> <p>Proposed: Cllr Mrs A Were    Seconded: Cllr Mr R Hayward  For: 10    Abstentions: 1</p>	

66..	<p><b>To discuss Bridges Energy Efficiency improvement grant provided by MTC:</b></p> <p>Cllr Mrs A Dewhurst outlined that Bridges had accepted a challenge to improve its carbon footprint which would involve much media interest. The project that the money was now proposed to be used for was still within the energy efficiency improvement criteria that applied to the grant, although not for the specific use originally requested, as per letter. It was noted that the specific fund from which the money was awarded no longer existed. It was also argued that a precedent should not be set for grants to be used for different purposes than that requested. It was proposed that the Clerk write to Bridges, asking them to return the money (£750) and to make a new grant application  Proposed : Cllr R Hayward      Seconded: Cllr Mrs J Hall  For:7      Against:4</p>	
67.	<p><b>To discuss damage and repair work required on the Millennium Wheel and whether to make an insurance claim:</b></p> <p>It was resolved for the damage to be repaired and additional maintenance with clean/polish to be carried out at the same time, at a cost of £350 as per quote from Mr Ned Hayward. This would not be claimed for on insurance.  The Clerk would arrange access for water and power. The payment to be made from the Town Maintenance budget.  Proposed: Councillor Mrs A Dewhurst    Seconded: Councillor Mrs S White</p>	
68.	<p><b>To set up a working group to organise a suitable design for the flower beds adjacent to the Millennium Wheel:</b></p> <p>Some discussion took place regarding previous ideas for designs and that the current planting by MCC was liked.  It was resolved to ask Monmouthshire County Council to continue planting the beds, with match funding if necessary.  Proposed: Councillor Mr G Bright    Seconded: Councillor Mrs S Chivers  Agreed unanimously</p>	
69.	<p><b>To agree contents of press release:</b></p> <p>It was agreed that the press release contain details of Inspector Boycott's talk and the number of parking tickets issued.</p>	
70.	<p><b>To agree items of discussion for future meetings:</b></p> <p>The election of a Chair  Discussion regarding additional Heritage Blue Plaques  To establish a working group to work with other organisations to promote the Town's assets  To discuss the problems with bus access in the area adjacent to Monnow Vale</p>	

71.	<b>To confirm date of the next meeting:</b> Monday 15 November 2010 Shire Hall Monmouth	
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There being no further business the meeting closed at 9.04pm

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_