

21st July 2023

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 and online via Zoom <https://zoom.us/j/7344109571>, on Wednesday, 26th July 2023 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

- 29. Apologies**
- 30. 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.
- 31. 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.
- 32. Minutes**
To approve the [minutes of the Planning and Administration Committee meeting](#) held on the 28th June 2023.
- 33. Matters Arising**
To report matters arising from the minutes, not on the agenda: for information only.
- 34. Monmouthshire County Council Planning Decisions**
To note the following decisions of Monmouthshire County Council:
(A=Approved/D=Declined/W=Withdrawn) (E=Endorsed CTC decision/C=Contrary to CTC decision):
- | | | |
|---|-------------------------------------|---|
| A | Lyndhurst, Kingsmark Lane, Chepstow | E |
| A | 75 St Lawrence Park, Chepstow | C |
- 35. Planning Applications**
To consider the following planning applications:
- [DM/2023/00836](#) – 2 Bank St (Chepstow Castle)
Listed Building Consent Heritage - Erection of plaque to commemorate the 100th anniversary of the Royal British Legion's Chepstow Branch first meeting on 21st January 1921. The plaque to be positioned on the right hand side above the window.

[DM/2023/00871](#) - 17 Fairfield Road (Larkfield)
Extension and alterations with associated works.

[DM/2023/00899](#) - 25 St Mary Street (Chepstow Castle)
Change of use from offices to 6 no. self-contained apartments.

[DM/2023/00928](#) – Gwentlands, Bulwark Road (Larkfield)
Erection of a garden shed with a solar roof with a floor area of less than 15 m², constructed of largely fireproof materials.

[DM/2023/00939](#) - 75 St Lawrence Park (Mount Pleasant)
Change of use from residential to Mixed use - Residential/Childminder.

[DM/2023/00949](#) - St Christophers House, Bulwark Road (Larkfield)
frwConstruction of a single dwelling at the above property.

[DM/2023/01000](#) - Select Clothes, 24-25 High Street (Chepstow Castle)
Listed Building Consent Heritage - Installation of 2 no air-conditioning units with lidded acoustic enclosure, and associated pipework.

36. Delegation of Powers - Summer Recess

To delegate authority to the Clerk, in consultation with the Chair and Deputy Chair of the Planning and Administration Committee, to deal with any urgent business arising over the Summer recess. (Decisions made under delegated powers to be reported to the next meeting).

37. Date of Next Meeting

To confirm that the next meeting of the Planning and Administrative Committee of Chepstow Town Council will be on 13th September 2023 at 6.15pm in the Council Chamber and remotely via Zoom.