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**Date: 22nd July 2015**

Dear Sir/Madam,

A meeting of the **Community Council Liaison Sub-Committee** will be held in the on **Wednesday, 29th July, 2015 at 7.00 pm** to consider the matters contained in the following agenda.

A pre-meeting will be held at 6.30p.m. for all **County Borough Members** in the **Ebbw Room** and all **Community Council Members** in the **Council Chamber**.

Members are reminded that if they have any specific issues they wish to raise at the meeting they should advise the Clerk prior to that date in order that a response can be made available.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## AGENDA

	Pages
1 To appoint a Chair and Vice for the ensuing year.	
2 To receive apologies for absence.	

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Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



- 3      Declarations of Interest.  
Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.
- 4      To consider and approve the minutes of the meeting held on 4th March 2015 (copy attached).  
1 - 4
- 5      Matters Arising.

To discuss the following issue raised by the Town and Community Council Liaison Committee:-

- 6      Register of Members' Interests - Gail Williams (Interim Head of Legal Services and Monitoring Officer) to attend.
- 7      To receive a presentation on the Armed Forces Community Covenant - Howard Rees (Chair of the Caerphilly Armed Forces Forum & Caerphilly County Borough Council Armed Forces Lead Officer).

**Circulation:**

Councillors Mrs G. Bevan, Mrs A. Blackman, D. Bolter, C.J. Cuss, H.R. Davies, Miss E. Forehead, L. Gardiner, C. Hawker, A.G. Higgs, G. J. Hughes, M.P. James, Ms P. Leonard, A. Lewis, J. Pritchard, J.A. Pritchard and J.E. Roberts

Cabinet Member: N. George (Cabinet Member for Community and Leisure Service)

**Community/Town Councillors**

M. Stretch (Aber Valley Community Council), G. Lewis (Argoed Community Council), H. Llewellyn (Bargoed Town Council), Mrs L. Jones (Bedwas, Trethomas and Machen Community Council), J. Criddle (Blackwood Town Council), Mrs J. Hibbert (Caerphilly Town Council), T. Powell (Darran Valley Community Council), T. Hall (Drathen, Waterloo and Rudry Community Council), Mrs T. Parry (Gelligaer Community Council), Mrs A. Reed (Llanbradach and Pwllypant Community Council), Mrs J. Rao (Maesycwmmmer Community Council), Mrs K. Jones (Nelson Community Council), B. Allen (Penyrheol, Trecenydd and Energlyn Community Council), D. Woodman (New Tredegar), D.T. Williams (Rhymney Community Council), J. Blackburn (Risca East Community Council), M. Parker (Risca Town Council) and Mrs E. Macey (Van Community Council)

Clerks to all Community/Town Councils and Appropriate Officers



## COMMUNITY COUNCIL LIAISON SUB-COMMITTEE

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN PARK ON WEDNESDAY 4TH MARCH 2015 AT 7.00PM

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PRESENT:

Councillor A. Lewis - Chair  
Community Councillor Mrs G. Davies - Vice Chair

Councillors:

Mrs A. Blackman, H. Davies, J.A. Pritchard, J.E. Roberts

Community/Town Council Representatives:

Aber Valley	-
Argoed	-
Bargoed	- H. Llewellyn, D.T. Davies
Bedwas, Trethomas and Machen	- Mrs A. McConnell,
Blackwood	-
Caerphilly	- Mrs J. Hibbert
Darran Valley	-
Draethen, Waterloo and Rudry	-
Gelligaer	-
Llanbradach	- C. Hopkins Mr. W.M. Thompson (Clerk)
Maesycwmmmer	- Miss J. Rao
Nelson	- Mrs K. Jones, Mrs G. Davies
New Tredegar	-
Penyrheol, Trecenydd and Energlyn	- Mrs A. Nash, Mrs H. Treherne (Clerk)
Rhymney	- D.T. Williams
Risca East	-
Risca Town	- Mrs H. Dupre
Van	- Mrs E. Macey, Mr J. Dilworth (Clerk)

Together with:

Lisa James (Senior Planner), H.C. Morgan (Senior Committee Services Officer)

#### 1. APOLOGIES

Apologies for absence were received from Councillors Mrs G. Bevan, D. Bolter, C. Cuss, L. Gardiner, C. Hawker, G.J. Hughes and Councillor D.V. Poole (Cabinet Member for Community and Leisure Services) and Community Councillors J.B. Criddle, T. Powell, D. Woodman. Apologies were also received from Mrs S. Hughes, Mr G. James, Mrs L. Tams, Mrs S. Chick, Mr J. Hold, Mr K. Williams, Mr G. Williams, Ms C. Mortimer, Mrs G. Thomas, Mr A. Hoskins and Mr B. Campbell (Clerks of Aber Valley, Argoed and Risca East, Bargoed, Bedwas, Trethomas and Machen and Draethen, Waterloo and Rudry, Blackwood, Caerphilly,

Darran Valley and Rhymney, Gelligaer, Maesycwmmer, Nelson and Risca Community/Town Councils respectively).

2. **MINUTES - 30TH JULY 2014**

The minutes of the meeting held on 30th July 2014 (a copy had been sent to each member) were received and noted. There were no matters arising.

**TOWN AND COMMUNITY COUNCILS LIAISON COMMITTEE**

Consideration was given to the following item raised by the community/town councils.

3. **COMMUNITY INFRASTRUCTURE LEVY**

Lisa James (Senior Planner) attended to give an update on the Community Infrastructure Levy (CIL). It was noted that following the presentation given at the last meeting, by now either she, or Rhian Kyte, have visited most community/town council meetings to give an introduction to the community infrastructure levy process.

Members were reminded that CIL was introduced on 1st July 2014 and that it is a system of charges levied against new development within the county borough. Different rates are identified for different types of development, dependent upon how viable each type of development is. These are identified in the charging schedule. The revenue generated can be used to help deliver a wide range of infrastructure to support future development of the area and the levy includes a neighbourhood proportion to be passed to community/town councils.

The Senior Planner advised that with regards to the neighbourhood proportion, only those areas that experience new development would be eligible for their proportion of the CIL revenue. To date no funds have been received, although there are some in the pipeline. It was noted that CIL is only payable when development commences and then it can be paid in instalments. It was clarified that CIL is for projects where other funding is not available. Where there is funding from other means, projects will continue to be funded from that source.

It was noted that whilst the CIL Regulations make provision for the community/town councils to spend their funds according to their own priorities, guidance notes and assessment forms will assist in ensuring that the CIL is used to fund infrastructure in accordance with those Regulations. In the first instance community/town councils are required to complete a Community Infrastructure Levy Agreement. Individual Draft Infrastructure Lists, i.e a list of schemes for consideration, if and when funding is received, need to be completed. Liaison will then be undertaken with other departments and costing obtained. In this way, if funding is made available the scheme will have been prepared and be ready to be progressed.

With regards to the CIL payments retained by the Council, Heads of Service will be advised of likely CIL fund amounts and schemes submitted will be considered by a CIL Assessment Panel in June (albeit that it is already recognised that it is unlikely there will be anything to consider this year). The Assessment Panel will assess each bid against the standard criteria in order to prioritise schemes for funding. As part of the process, annual reports will be produced.

In closing she advised that Officers would continue to work with individual community/town councils to ensure there is a good understanding of the types of schemes that CIL can be spent on, and to assist in the preparation of draft infrastructure lists. In that CIL Regulation 62A requires that all community/town councils must prepare a report for any financial year in

which it receives CIL receipts, Officers will work in conjunction with community/councils in preparing such reports.

Lisa was thanked for her informative presentation and responding to questions and issues raised by Members.

#### **ANY OTHER BUSINESS**

##### **4. Code of Conduct Training**

It was noted that arrangements are in hand for code of conduct training for recently appointed community/town councillors and as a refresher for those who have already attended such a session.

##### **5. Welsh Government and Planning Aid Wales - Delivering Planning Training to Community Town Councils**

It was noted that Planning Aid Wales has been funded by Welsh Government to provide a course for community and town councils in each authority area. The aim is to build capacity to engage with the authorities and provide an update on the new Planning Bill and to improve the operation of the planning system in Wales.

The event, which will be hosted at Penallta House on 7th April 2015, will take the form of a presentation and workshops. A formal invitation will be sent by Planning Aid Wales in due course.

##### **6. Nelson Community Council**

It was noted that Alan Hoskins will be standing down as Clerk to Nelson Community Council at the end of month. Members wished him a long and happy retirement and every success and happiness for the future.

The meeting closed at 7.20pm

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