

## CAERPHILLY COUNTY BOROUGH COUNCIL

### COMMUNITY COUNCIL LIAISON SUB-COMMITTEE

#### MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON WEDNESDAY, 27TH JUNE 2001 AT 7.00 P.M.

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PRESENT:

Councillor C.P. Mann - Chairman  
Community Councillor C.R. Roberts - Vice-Chairman

Councillors:

Mrs. E.M. Aldworth, H.A. Andrews, M.H. Newman, J.E. Newnham, D.J. Potter, H. Price,  
Mrs. J.A. Pritchard

By invitation Councillor J. Taylor

Representing Community/Town Councils:

Aber Valley	-	J.E. Roberts, Mr J.S. Humphreys (Clerk)
Argoed	-	A.S. Williams, Mr J. Dilworth (Clerk)
Bargoed	-	
Bedwas, Trethomas & Machen	-	Mrs G. Howell,
Blackwood	-	J.B. Criddle
Caerphilly	-	Mrs M.J. Hallam, Mr M. Evans (Clerk)
Darran Valley	-	C.R. Roberts, Mrs P. Cooper (Clerk)
Gelligaer	-	Mrs M.R. Richards, Mrs A. Davies (Clerk)
Llanbradach	-	Mr W.M. Thompson (Clerk)
Maesycwmmmer	-	Mrs J. Rao
Nelson	-	
New Tredegar	-	E. White
Penyrheol, Trecenydd & Energlyn	-	Mr R.B. Williams (Clerk)
Rhymney	-	D. Leddington
Rudry	-	Mr J.L. Matthews (Clerk)
Van	-	Mr J. O'Brien (Clerk)

Together with

M. Davies (Chief Executive), R. Webb (Director of Technical Services), M. Williams (Public Services Manager), M. Rees-Williams (Highways Infrastructure Manager), H.C. Morgan (Senior Committee Services Officer)

#### APOLOGIES

Apologies for absence were received from Councillors J. Bevan, P.J. Bevan, D. Bolter, Mrs A. Collins, P.D. Ford, I.G. Franklin, Mrs. M.E. Hughes and R. Woodyatt, Community Councillors H.M. Farrant, Mrs A. Reed, Mrs A. Nash, Mrs M. Betts, G. Llewellyn and Mrs H. Harris, Mr W.G. Woodroffe, Mr D. Cooper, Mr W.T. Powell, (Clerks of Bargoed, Bedwas, Trethomas and Machen, Maesycwmmmer and New Tredegar Community/Town Councils respectively).

#### 1. CHAIRMAN

It was agreed that Community Councillor C.R. Roberts be appointed as Chairman of the Community

Council Liaison Sub-Committee.

Community Councillor Roberts thanked the outgoing chairman for the role he has played during his year of office.

2. **VICE-CHAIRMAN**

It was agreed that Councillor C.P. Mann be appointed as Vice-Chairman of the Community Council Liaison Sub-Committee.

3. **MINUTES**

The minutes of the meeting held on 21st March 2001 (a copy had been sent to each member) were received and noted.

**MATTERS ARISING**

4. **Emergency Response Arrangements (minute no. 4)**

In view of the detail within the minute in respect of the customer care line, clarification was sought as to whether correspondence should still be referred to the Community Council Liaison Officer as detailed in the approved charter. It was suggested that those issues which require a detailed response should be forwarded to the Community Council Liaison Officer but that those that can be dealt without the need for a formal response can be referred directly to the customer care line for attention.

5. **Budget Submissions - Feedback (minute no. 6)**

A copy of the Financial Plan 2001/02 which includes general information and the revenue and capital estimates on a directorate basis was given to each clerk

6. **Technical Services Directorate - Responses (minute no. 11)**

It was felt by the representatives that the minute did not accurately reflect their serious concerns on the subject and it was requested the minutes be amended to reflect the strength of feeling that the community/town councils place on this issue.

**TOWN AND COMMUNITY COUNCILS LIAISON COMMITTEE**

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

7. **Technical Services Directorate - Responses**

The representatives reiterated their concerns at the length of time it sometimes takes to receive a response to written enquiries submitted through the agreed liaison procedure and in accordance with the charter. They raised specific instances where they were awaiting a response.

The Chief Executive indicated that he was aware of the strength of feeling on this issue and made reference to the requirement within the charter to respond within a specific period.

Mr Webb detailed the amount of correspondence/requests for service received by the department and indicated that significant progress has been made to reduce the backlog. He made reference to a report being presented to the Technical Scrutiny Committee on the subject. He indicated that at present approximately 70% of correspondence and approximately 75% of service requests are dealt with within 20 days and having addressed the issue, it was hoped that these figures would improve. He reported however that while many issues can be dealt with promptly, others may require detailed investigation and that it would not be possible to respond within the timescale. He accepted that there have been some delays and invited those who have a specific problem to contact him directly. The Cabinet Member for Transportation and Planning also offered the same opportunity.

Specific reference was made to matters relating to traffic calming and it was noted that suggested schemes are assessed in accordance with agreed criteria and undergo an appraisal process. Those schemes that meet the criteria are then included on a list where they compete for inclusion in the capital programme. A consistent approach to assessment means that all requests are treated equally.

It was agreed that a report be presented to the next meeting detailing schemes awaiting assessment, those that have been assessed and those prioritised using the approved criteria.

Certain of the representatives felt that the situation has improved since it had been discussed at the last meeting and paid compliments to the staff manning the customer care line. The Highways Infrastructure Manager detailed the process once a call is logged via that system. He highlighted that the expectation is often that anything that is reported will be automatically dealt with and indicated that the response would depend on the reported defect meeting the approved safety defect rating policy criteria of the authority.

It was requested that the Chief Executive remind all departments of the requirement to respond within the given timescale and to ensure that the responses are framed in a more positive way. It was also requested that a copy of the report to the Technical Scrutiny Committee be forwarded to each clerk.

The Chief Executive made reference to his role on the best value cross cutting review and indicated that as part of the process he would be reminding Officers of the need to comply with the requirements. In the meantime, a copy of the requested report would be sent to each Clerk.

## **8. A Charter For Community/Town Councils**

It was requested that in view of new legislation, policies and practices the approved charter should be reviewed. It was agreed that Mrs A. Davies, Mr M. Evans and Mr J. Humphreys (Clerks of Gelligaer, Caerphilly and Aber Valley Community/Town Councils) would represent the community/town councils and meet with the Chairman, Vice-Chairman and a representative from each directorate to review the charter and report thereon to a future meeting. It was requested that the extent of the consultation be appraised to determine whether it has met the criteria. In the meantime, those present were requested to notify their nominated representatives of any issue they require to be raised.

9. **Litter - Cleansing Of Parks**

The representatives made reference to the fact that parks are not cleansed on the weekend and sought an update on the current position regarding the introduction of a unified cleansing service.

The Public Services Manager indicated that discussions on the introduction of a unified cleansing service are ongoing and that a further report is to be presented in the near future

The Chief Executive indicated that he has been tasked to prepare the report and is currently examining and quantifying existing resources. In the event of the option being approved, there will still be a need a need to identify additional resources to carry out the service.

It was suggested that more emphasis should be placed on enforcement and education and Mr Williams confirmed that various cleansing initiatives and enforcement activities as outlined at the last meeting, are being successfully undertaken by his department.

Reference was made to correspondence each Clerk has received detailing the role of the Community Cleansing Team which will undertake additional cleansing identified by the local community. Clarification was sought on when they would be in the specific areas and it was noted each Clerk will be notified approximately one month before the team is in the community in order that the areas of concern can be prioritised and targeted.

10. **Vandalism to Playgrounds/Equipment**

The current situation in producing a vandalism index, fostering closer co-operation with the police, enhancing community links, promoting additional youth facilities and the provision of playground signage as outlined in the report was noted.

It was agreed that Chief Superintendent Mark Polin be invited to attend the next meeting to discuss this issue and policing issues generally.

The meeting closed at 8.40pm