

CALDICOT TOWN COUNCIL

Minutes of Planning & Resources Meeting held at 18:30 on Tuesday, 10th September 2024 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr J Bond
Cllr W Conniff
Cllr A Easson
Cllr R Grumbach
Cllr A Mayo
Cllr G Owen
Cllr P Strong
Cllr J Woodfield

Also present: L Gillespie – Deputy Town Clerk/Responsible Financial Officer
M Tredwin – Town Clerk
L Wallington – Administrator/Communications Officer
Members of the Public x1

PR1/2025 Elect a Chair and Vice-Chair of the Planning & Resources Committee

RESOLVED to elect Cllr M Mitchell as Chair of the Planning & Resources Committee for the ensuing municipal year

RESOLVED to elect Cllr F Rowberry as Vice-Chair of the Planning & Resources Committee for the ensuing municipal year.

PR2/2025 Welcome

The Chair welcomed everyone to the meeting.

PR3/2025 Apologies for Absence

RESOLVED to receive apologies of absence from Cllr RJ Higginson and Cllr A Lewis.

PR4/2025 Declarations of Interest

Cllr J Bond and Cllr A Easson declared personal non-prejudicial interests relating to Item 7. Planning, as members of the Monmouthshire County Council Planning Committee.

PR5/2025 Public Question Time and Participation

There were no questions received from members of the public.

PR6/2025 Minutes

RESOLVED to approve the following minutes / notes and the recommendations contained therein:

- i) Minutes of Planning & Resources Meeting held on Tuesday 12th September 2023

PR7/2025 Planning

i) Planning Applications for consideration:

- **DM/2024/00783:** Fast Track Mod or Removal of Condition Modification of condition 3 relating to planning DM/2024/00258. (Opening hours). 6 Wesley Buildings, Newport Road, Caldicot, NP26 4LY

RESOLVED to note that the planning application had been approved by Monmouthshire County Council prior to the Planning & Resources Meeting.

Members **RESOLVED** to **recommend** support of the **approval** of application **DM/2024/00783**.

- **DM/2024/00972:** The proposed conversion of a vacant first floor premises with A1 use, to a C3 two bedroomed/3 person residential flat, with bike storage and amenity space. 12A Newport Road, Caldicot, NP26 4BQ

Members **RESOLVED** to **recommend** support of the **approval** of application **DM/2024/00972**.

- **DM/2024/00970:** To convert a section of the private parking area into a play area for the nursery and fence off the section of the car park near the rear entrance of the building to enable safe and easy access to the play area. The area will be sectioned off using wooden fence panels and posts, the supports for which would be bolted to the tarmac, and this will be fully reversible. Also just to mention for information, the site plan shows an entrance to the rear of No.60 from the car park, which is incorrect, and does not exist - there is already a tall brick wall and wire fence separating the rear of No.60 entirely, from the car park. The private parking area will still offer parking spaces for up to 20 cars. Ladybird Craft Centre, 62 - 64 Newport Road, Caldicot, NP26 4BR

Members raised concerns regarding road traffic access and safeguarding issues.

Members **RESOLVED** to request that the decision for application **DM/2024/00970** be **deferred** pending a site visit of the location with the Monmouth County Council Planning Case Officer.

- **DM/2024/01011:** Proposed bike shed. 20 Cas Troggy, Caldicot, NP26 4NX

Members **RESOLVED** to **recommend** support of the **approval** of application **DM/2024/01011**.

- **DM/2024/01049:** Replacement refrigeration plant and decoration works. The Co-operative, West End Shops, 180 Newport Road, Caldicot, NP26 4AA

Members **RESOLVED** to **recommend** support of the **approval** of application **DM/2024/01049**.

ii) MCC Approved Planning Applications

Members **RESOLVED** to note the following approved planning applications:

- **DM/2024/00699:** 2 Storey Extension to end of terrace and addition of detached timber frame double garage. 130 Chepstow Road, Caldicot, NP26 4JA

DM/2024/00744: 2 fascia signs, 1 projecting sign, new shopfront, sun blinds, 2 extract vents and 2 air conditioning condenser units. 6 Wesley Buildings, Newport Road, Caldicot, NP26 4LY

- **DM/2024/00783:** Fast Track Mod or Removal of Condition Modification of condition 3 relating to planning DM/2024/00258. (Opening hours). 6 Wesley Buildings, Newport Road, Caldicot, NP26 4LY

PR8/2025 Cemetery Gates

Members considered the closure and opening of the Dewstow Cemetery gates. Members noted that multiple random spot checks have been completed, identifying that the Dewstow Cemetery entrance gates have been unlocked after the stated opening hours. Members acknowledged that there is not a contract in writing between Caldicot Town Council and the Gatekeeper. Members noted that the effort has been made to contact the Gatekeeper, however, a response had not yet been received. Members acknowledged that items, including seven cherry trees, had recently been stolen from the Cemetery.

Members **RESOLVED** for Caldicot Town Council Office to contact the Gatekeeper and to have delegated powers regarding the outcome of the Dewstow Cemetery gates.

PR9/2025 Building Update

Members were provided with an update regarding the Caldicot Town Council building and were informed of the snagging list. Members noted that retention monies are being withheld to Bemrig and M Harry until the snagging list has been completed. Members raised a concern regarding the external door in the office. Members acknowledged that the front porch banner had already been approved and that the office is awaiting quotes.

Members **RESOLVED** to contact M Harry for clarification regarding the external door in the office.

PR10/2025 ICT Provision

Members **RESOLVED** to approve the quotation for the two-year IT service renewal.

Members **RESOLVED** to delegate authority to officers to obtain quotations for ICT provisions for a three-year period.

PR11/2025 Remembrance Day

Members noted that the information on the agenda should state “10th November 2024” and not “10th October 2024”. Members were informed that an informal meeting had been held between the parties involved with the Remembrance Sunday Service 2023. Members acknowledged that preparations are underway for the Remembrance Sunday Service for 2024. Members noted that the portable PA system utilised previously was insufficient.

Members **RESOLVED** to receive quotations for hire of a sufficient portable PA system.

PR12/2025 Hedge surrounding the Bowling Club

Members **RESOLVED** to defer item to the confidential session of the agenda, Item 15.

PR13/2025 Date of Next Meeting

Members **RESOLVED** to note the date of the next Full Town Council meeting scheduled to be held on Wednesday 25th September 2024.

Members **RESOLVED** to note the date of the next Planning & Resources meeting scheduled to be held on Tuesday 8th October.

PR14/2025 Exclusion of Press and Public

Resolved By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

COMMITTEE IN PRIVATE SESSION

PR15/2025 For members to consider Agenda Item 12 Hedge Surrounding the Bowling Club

Members noted that Officers have sought three quotations however, Officers have only received two quotations. Members acknowledged that the maintenance work would be an exceptional circumstance to enable the hedge to be manageable. Members considered the two quotations submitted.

Cllr J Bond left the meeting at 7:50 p.m.

Members **RESOLVED** to agree to reduce the Bowling Club hedge to five feet.

Members **RESOLVED** to contact residents of Cae Mawr Grove regarding the agreed height of the Bowl's hedge and report any objections to Full Town Council on Wednesday 25th September 2024.

Meeting ended at 8:10 p.m.

Signed Date

Chair