



**Minutes of Full Town Council (Planning and Resources) Meeting held at 18:30 on Tuesday  
10<sup>th</sup> March 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry – Deputy Chair  
Cllr C Cochrane  
Cllr A Lewis  
Cllr A Mayo  
Cllr G Owen  
Cllr IR Shillabeer  
Cllr P Strong

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrative Officer  
Members of the Public x 5

**FTCPR86/2025-26 Welcome**

The Chair welcomed everyone to the meeting and informed Members that the meeting was being recorded.

**FTCPR87/2025-26 Apologies for Absence**

**RESOLVED** to receive apologies for absence from Cllr RJ Higginson.

**FTCPR88/2025-26 Declarations of Interest**

Cllr A Mayo declared a personal prejudicial interest relating to Item 6i) Planning Applications for Consideration DM/2026/00094, due to a personal connection with a neighbouring resident.

**FTCPR89/2025-26 Public Question Time and Participation**

A member of the public made a statement expressing hope that Council meetings would proceed in a constructive manner. Members acknowledged the comment.

**FTCPR90/2025-26 Minutes**

Members **RESOLVED** to approve the following minutes and the recommendations contained therein:

- i) **Minutes of Full Town Council Meeting held on 25<sup>th</sup> February 2026**  
Proposed by Cllr IR Shillabeer, seconded by Cllr F Rowberry.

**FTCPR91/2025-26 Planning**

i) **Planning Applications for Consideration**

- **DM/2026/00094:** Demolition of existing commercial buildings and erection of a new building providing three residential flats. 84 Newport Road, Caldicot, NP26 4BR

Members considered concerns raised regarding the proximity of the development to a neighbouring property and concerns regarding sewerage and drainage.

Members **RESOLVED** to **recommend** support of **refusal** for application **DM/2026/00094**.  
Proposed by Cllr P Strong, seconded by Cllr A Lewis.  
Cllr A Mayo abstained from the vote.

- **DM/2026/00087**: Proposed first floor dormer extension. 11 Troddi Close, Caldicot, NP26 4PW

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00087**.  
Proposed by Cllr F Rowberry, seconded by Cllr G Owen.

- **DM/2026/00131**: Removal of outbuilding and construction of side extension. 36 Green Lane, Caldicot, NP26 4HD

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00131**.  
Proposed by Cllr G Owen, seconded by Cllr C Cochrane.

- **DM/2026/00223**: Extension to existing first floor dormers. 13 Kestrel Close, Caldicot, NP26 5RA

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00223**.  
Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer.

## ii) **MCC Approved Planning Applications**

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

- **DM/2025/01501**: Change of use of bedroom at 33 The Avenue to additional coffin storage in connection with existing funeral directors premises at 168/170 Newport Road. Modifications to existing cold room facility currently part of funeral directors business premises. Improvements to existing off street parking area currently being used by the funeral cars and visitors parking. Proposed 1.8m high fence to rear of parking area with double gate opening. 33 The Avenue, Caldicot, NP26 4AB
- **DM/2025/01600**: Change of use to class D2 Fitness and Training Gym (no external alterations). 14 Beacon Business Park, Norman Way, Severn Bridge Industrial Estate, Portskewett, NP26 5PY
- **DM/2026/00065**: The demolition of a single storey garage building and erection of a two storey side extension in its place. 3 Clos Aled, Caldicot, NP26 4JB
- **DM/2024/01105**: Access, appearance, landscaping, layout and scale. Land At Severn Bridge Industrial Estate, Pill Row, Caldicot

## **FTCPR92/2025-26 Town Council Vacancies**

Members raised concerns that the associated report had not been fully circulated with the agenda documents. The Chair sought the views of Members on how they wished to proceed.

Members **RESOLVED** to receive a verbal report from the Clerk, summarising the contents of the report.

Proposed by Cllr C Cochrane, seconded by Cllr F Rowberry.

The Clerk outlined the key points of the report including confirmation that five councillors had resigned from the Council and that those councillors had issued a public statement explaining their reasons for resignation. Members were also informed that a response had been issued on behalf of the Town Council following discussions between the Mayor, Clerk and Members.

During discussion, Members referred to correspondence received earlier that day suggesting potential legal action if Members accepted the report. It was clarified that noting a report does not imply agreement with its contents, only that the information has been received by Council.

Members **RESOLVED** to note the report.

Members considered the revised Co-option Policy and the amendments proposed to clarify the co-option process.

Members **RESOLVED** to approve the revised Co-option Policy.  
Proposed by Cllr C Cochrane, seconded by Cllr IR Shillabeer.

Members considered the vacancies on Committees, Working Groups and Outside Bodies and were advised that, although vacancies may be reviewed and amended at the Annual Meeting in May, it would be prudent to fill key vacancies to mitigate the risk of future meetings becoming inquorate. Members proceeded to appoint the vacancies identified as priorities and which could not be reasonably deferred until May.

Members **RESOLVED** to elect C Cochrane and Cllr IR Shillabeer to Allotments Working Group.  
Proposed by Cllr P Strong, seconded by Cllr A Lewis.

Members **RESOLVED** to elect Cllr C Cochrane, Cllr G Owen and Cllr P Strong to Environmental and Climate Change Working Group.  
Proposed by Cllr A Mayo, IR Shillabeer.

Members **RESOLVED** to elect Cllr M Mitchell and Cllr P Strong as the Town Council Representative on Monmouthshire County CAB.  
Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to elect Cllr C Cochrane as the Town Council Representative on Durand Road Primary School Governors.  
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.

#### **FTCPR93/2025-26 Durand Primary School**

Members **RESOLVED** to note the report.

Members **RESOLVED** to recommend support of approval for the proposed changes to the early years provision at Durand Primary School.

#### **FTCPR94/2025-26 Street Naming Report**

Members considered the request from Monmouthshire Housing Association regarding street naming for the development on the former Caldicot School site.

Members **RESOLVED** to submit the names Hafren and Silurian as the Town Council's preferred options.  
Proposed by A Lewis, seconded by Cllr IR Shillabeer.

**FTCPR95/2025-26 Quotations For Work to be Carried Out at the KGVPF Entrance**

Members **RESOLVED** to move the item into exempt business.

Proposed by Cllr A Lewis, seconded by Cllr G Owen.

**FTCPR96/2025-26 Superannuation and Valuation Report**

Members **RESOLVED** to move the item into exempt business.

Proposed by Cllr A Lewis, seconded by Cllr G Owen.

**FTCPR97/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 25<sup>th</sup> March 2026.

**FTCPR98/2025-26 Exclusion of Public and Press**

**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**

**FTCPR99/2025-26 Item 10 - Quotations For Work to be Carried Out at the KGVPF Entrance**

Members **RESOLVED** to delegate powers to Officers to obtain quotations and to select a quotation in accordance with Financial Regulations.

Proposed by Cllr A Lewis, seconded by Cllr G Owen.

**FTCPR100/2025-26 Item 11 - Superannuation and Valuation Report**

Members **RESOLVED** to note the report.

Meeting ended at 8:01 p.m.

Signed ..... Date .....

**Chair**