



**Minutes of Full Town Council held at 18:30 p.m. on Tuesday 3<sup>rd</sup> February 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 J Davies  
Cllr R Grumbach  
Cllr RJ Higginson  
Cllr A Mayo  
Cllr IR Shillabeer  
Cllr P Strong  
Cllr R Wilsher  
Cllr J Woodfield

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrative Officer  
Members of the Public x5

**97/2025-26 Welcome**

The Chair welcomed everyone to the meeting.

**98/2025-26 Apologies for Absence**

**RESOLVED** to receive apologies for absence from Cllr J Bond, Cllr W Conniff, Cllr A Easson, Cllr A Lewis and Cllr G Owen.

**99/2025-26 Declarations of Interest**

There were no declarations of interest received.

**100/2025-26 Public Question Time and Participation**

Members received the following questions:

- A concern was raised regarding the newly funded Monmouthshire County Council active travel path near Caldicot Castle, noting that parts of the route become flooded. It was questioned why public funds were used if flooding renders the path unusable for periods of the year.

Members were informed by a Monmouthshire County Councillor that the route had been extensively consulted and flooding is anticipated to be minimal and unavoidable due to the ecology. The final route was altered to avoid the deepest flood areas, running closer to the main road but safely set back. Members noted that funding was predominantly from a Welsh Government grant, with Section 106 contributions.

Further concerns were raised regarding the claims of usage.

Members were informed that the numbers stated may reflect peak summer counts from installed monitors across the entirety of the active travel path.

- A request was received regarding improved communication about local infrastructure projects and progress reporting.

Members acknowledged communication challenges and agreed improvements were needed.

- A request was received regarding an update on the Cemetery hedge.

Members were informed that the Cemetery Officer had provided an interim response and the matter would be put forward in due course.

- A question was received regarding an update on the audit of planters within Caldicot and concerns were raised over the condition of the plants.

Members were informed that an audit had begun, however it had been delayed due to unforeseen circumstances. Members acknowledged that a small section is still to be completed and will be done in due course. Members were informed of plans to consult planting experts, consider indigenous and pollinator-friendly species, engage the community through placemaking and explore business sponsorship.

#### **101/2025-26 Minutes**

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

- i) Minutes of Extra Ordinary Full Town Council Meeting held on Tuesday 23<sup>rd</sup> December 2025  
Proposed by Cllr P Strong, seconded by Cllr RJ Higginson.
- ii) Minutes of KGVPF Trustee Meeting held on Tuesday 23<sup>rd</sup> December 2025
- iii) Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 13<sup>th</sup> January 2026  
Proposed by Cllr RJ Higginson, seconded by Cllr P Strong.

#### **102/2025-26 Reports from Monmouthshire County Councillors**

Members were informed that emphasis is needed on reporting parking and speeding incidents to evidence the need for targeted enforcement.

Members **RESOLVED** to note the report.

Members thanked Cllr J Strong for their work.

#### **103/2025-26 Report from Council Governor Representatives**

Members were informed that Durand Primary School had received an outstanding Estyn Report and letter from Caldicot Town Council congratulating the school had been sent.

Members acknowledged that consultation is underway to change the age range from 3-11 to 4-11.

Members were informed of the use of the school as a polling station. Alternative venues were considered. Members noted that one private venue's quotation was high and that use of Council venues may be more cost-effective and accessible for residents.

Members **RESOLVED** that Durand School should not be used as a polling station at the wishes of the Head Teacher and at the expense of children's education and requested that MCC consider alternatives such as the cricket club, library, leisure centre or any other suitable venue.  
Proposed by Cllr J Woodfield, seconded by Cllr R Wilsher.

#### **104/2025-26 Report from Gwent Police**

Members were informed of parking enforcements at The Cross and noted that tickets had been issued. Members urged continued enforcement.

Members noted reports of anti-social behaviour in residential areas and that police have identified some individuals and issued warning letters.

Members **RESOLVED** to note the report.

#### **105/2025-26 Allotment Support Grant**

Members were informed that after consultation with allotment holders, the proposal for the expenditure of the allotment support grant consisted of, noticeboards, biodiversity and habitat improvements, clearance of vacant overgrown plots, replacement gate at Oakley Way and regular maintenance of lightly overgrown vacant plots.

Members discussed the community, wellbeing and environmental benefit of the allotments. Members noted that the improvements will contribute towards the Section 16 report.

Members were informed that the Facilities Assistant's time will be managed and work would be prioritised, therefore not requiring additional hours for the light clearance.

Members **RESOLVED** to approve the proposal of the Allotment Support Grant expenditure and delegated powers to Officers to purchase and implement the items.

Proposed by Cllr J Davies, seconded by Cllr P Strong

Members **RESOLVED** to agree that the Facilities Assistant regularly maintains the vacant allotment plots and delegated powers to Officers to purchase equipment and materials to assist.  
Proposed by Cllr P Strong, seconded by Cllr J Davies

#### **106/2025-26 Budget Projects**

Members reviewed project proposals, earmarked reserves and the financial budget. The following projects were considered:

- **KGVPF Entrance Improvements**  
Members considered the condition of the walls and general aesthetics at the entrance. Existing funding within the budget heading were considered sufficient for cleaning, minor stonework and a previously agreed bollard.  
Members agreed that the item would be put forward to Town Council as a separate item.
- **Town Planters and Flowerbeds**  
Members were informed that this would be covered within the Environmental Initiatives budget. Members were asked to provide information on planters and flowerbeds within their ward.
- **Recycling in Caldicot**  
Members were informed that this may be covered within the Environmental Initiatives budget. Members noted that funds may be required for promotional materials.

Cllr RJ Higginson left the meeting at 20:29 p.m.

• **KGVPF Community Space**

Members considered the proposal to transform the compound area into an open community space with a modest performance platform and adjoining recreational area. Members acknowledged that the project should aim to engage young people and to conduct a community consultation to inform decisions. Members noted that grants may contribute towards funds.

Members **RESOLVED** to allocate £25,000 from the 2026-27 precept towards the KGVPF Community Space project.

• **WWII Anti-Aircraft Battery Site**

Members were informed of the previous project and requested that funding is allocated to enable the implementation of noticeboards and signage. Members acknowledged the aim to recognise the site's wartime heritage and provide public information, with appropriate acknowledgements.

Members **RESOLVED** to allocate £2,000 from the 2026-27 precept towards the WWII Anti-Aircraft Battery Site.

Cllr A Mayo left the meeting at 20:42 p.m.

• **KGVPF Pedestrian Crossing**

Members affirmed support for a safe pedestrian crossing near to the KGVPF entrance to improve access and safety. Members noted that the implemented of the pedestrian crossing required permission from Monmouthshire County Council. Members were informed that the matter will be incorporated within Placemaking.

Cllr A Mayo rejoined the meeting at 20:43 p.m.

Clerk informed Members that the projects would be brought to the forthcoming budget process.

Members **RESOLVED** to note the projected End-of-Year financial position for 2025/26.

Members **RESOLVED** to note the implications of including additional projects within the budget.

**107/2025-26 Energy Supply Report**

Members were provided with quotations regarding electricity and gas renewal costs, noting environmental credentials.

Members **RESOLVED** to provide delegated powers to Officers to obtain the most efficient energy renewal cost.

Proposed by Cllr A Mayo, seconded by Cllr P Strong.

**108/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council (Planning and Resources) is scheduled to be held on Tuesday 10<sup>th</sup> February 2026.

Meeting ended at 20:54 p.m.

Signed ..... Date .....  
Chair



**Minutes of Commemoration and Anniversaries Working Group Meeting held at 1:00 p.m. on Wednesday 4<sup>th</sup> February 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr P Strong - Chair  
Cllr F Rowberry  
Cllr G Owen

**Also present:** L Wallington – Administrative Officer  
R Bennett  
Rev D Frett  
Cllr R Grumbach  
G Hill  
E Lee  
A Roberts  
J Valentine

**CA34/2025-26 Welcome**

The Chair welcomed everyone to the meeting and apologised for the postponement of the meeting.

**CA35/2025-26 Apologies for Absence**

**RESOLVED** to receive apologies for absence from Cllr W Conniff, Cllr A Mayo and Cllr M Mitchell.

**CA36/2025-26 Declarations of Interest**

No declarations of interest were received.

**CA37/2025-26 Public Question Time and Participation**

No questions were received from members of the public.

**CA38/2025-26 Minutes**

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

- i) Minutes of Commemoration and Anniversaries Working Group Meeting held on Friday 24<sup>th</sup> October 2025  
Proposed by Cllr G Owen, seconded by Cllr F Rowberry

**CA39/2025-26 Remembrance Sunday 2025 Debrief**

It was noted that the previous year's Remembrance Sunday was delivered effectively, though several areas for improvement were identified. Members discussed the Remembrance Sunday provisions.

- **11:00 a.m. Service and Parade**

Members acknowledged that the parade from The Measure to St Mary's Church and back was too long and a small number of participants became unwell. Concerns were also raised regarding the duplication of the two services and the capacity of St Mary's Church.

Members noted that:

- The Royal British Legion (RBL) will lead and organise the parade and morning service.
- The 11:00 a.m. Cross Service will be replaced with an 11:00 a.m. Church Service at St Mary's Church.
- The original war memorial at St Mary's Church will be used instead of The Cross.
- The length of the parade would be shortened, beginning at Jubilee Way and proceeding to St Mary's Church.
- After the 11:00 a.m. Church Service, the parade will reform and march back to The Measure.
- The Parade Marshal will walk the new proposed route to finalise timings.
- The parade structure will follow RBL handbook guidance, with the exception that the fire service are positioned at the rear to allow for emergency departure if required.
- The first rows of seating in St Mary's Church will be reserved for parade members.
- A clear area around the memorial will be maintained by the RBL.
- A dedicated area will be provided for young children and the band.

Members considered installing speakers outside the Church for those unable to enter.

Members **RECOMMENDED** to Full Town Council to enquire with Caldicot Events Committee regarding a sound system outside St Mary's Church for Remembrance Sunday.

Proposed by Cllr F Rowberry, seconded by Cllr G Owen.

Members requested that clear information be communicated to the public explaining why The Cross will not be used, with reference to a return to pre-Covid arrangements.

Members **RECOMMENDED** to Full Town Council to contact The Measure Inn regarding post-event refreshments.

Proposed by Cllr F Rowberry, seconded by Cllr G Owen.

Concerns were raised regarding the religious aspect. Members were informed that the Church service for Remembrance Sunday would be non-religious and non-denominational. Members noted that the 4:00 p.m. Sunset Service will remain for those not attending the Church service.

Members noted that the new proposed arrangements will operate on a trial basis and that the event will be RBL led with support from Caldicot Town Council, though the overall responsibility remained with Caldicot Town Council.

- **Road Closure**

Members noted incidents that occurred in previous years involving the road closures and agreed that a revised starting point may help resolve issues.

Members were informed that a road closure would still be required from Jubilee Way to The Measure for the return route, however, this closure would operate on a rolling basis. Members agreed to request the road closure for 10:00 a.m. to 1:00 p.m., similar to previous years. Members requested that Jubilee Way car park be cleared prior to the event due to the proximity to the parade route. Members were advised that this would not be possible due to resident and business access.

Concerns were raised regarding signage and barriers. Members were informed that an external traffic company would provide signage and barriers, as this would be more cost-effective than purchasing equipment.

Members **RECOMMENDED** to Full Town Council to fund training for three individuals to attend road traffic marshalling courses.

Proposed by Cllr G Owen, seconded by Cllr F Rowberry.

Members raised concerns regarding the shortage of first aid provision.

Members **RECOMMENDED** to Full Town Council to funding training for two individuals to attend first-aid training courses.

Proposed by Cllr G Owen, seconded by Cllr F Rowberry.

- **Sunset Service**

Members considered the Sunset Service and noted that the service would remain unchanged. Members requested that the Caldicot Male Voice Choir be invited to perform.

Members **RECOMMENDED** to Full Town Council to enquire with Caldicot Events Committee regarding a sound system, gazebo and seating for the Sunset Service.

Proposed by Cllr G Owen, seconded by Cllr F Rowberry.

Members expressed thanks to the RBL for their help and support.

**CA40/2025-26 Any Other Matters to Consider**

Members were informed that the old RBL Standard is to be put on the wall in the St Mary's Church, Caldicot.

Members were informed that the RBL are pursuing the installation of a Remembrance bench at The Cross and would like an opening ceremony.

Members noted that the burial of the 50 Years of Caldicot time capsule will be on the next Full Town Council agenda.

**CA41/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of the Commemoration and Anniversaries Working Group is scheduled to be held on Wednesday 15<sup>th</sup> April 2026 at 1:00 p.m.

Meeting ended at 2:03 p.m.

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

Chair

# Remembrance Day Parade St Mary's Church



LEST WE FORGET

1

- **Parade Format**
- Parade gather at Jubilee way Car Park
- Parade Formed up under control of Parade Marshall
- Parade Steps Off (1035)
- Parade Halts next to The Lych-gate B&B(1045)
- Standard Bearers are fallen out and make their way to the West Door to form Guard of Honor
- Parade Fallen out
- Service of Remembrance (Last Post starts 1058)
- Parade Re form on road by the Lych-gate B&B
- Parade Marches back to The Good Measure

2



**Parade Layout**

1. Band
2. Legion Standard
3. Civic VIPs (Mayor, Chairman of Council)
4. Royal British legion
5. Regular forces (RN, Army, RAF).
6. Territorial and reserve forces.
7. Ex-Services
8. Uniformed public services (Police, Fire Brigade, Ambulance services, St John Ambulance, Red Cross etc).
9. Youth organisations (led by Service cadets, then uniformed organisations followed by non-uniformed bodies).
10. Members of the public (who should be invited to participate in the public Remembrance event).

(Standards March in front of there respective contingent)

3

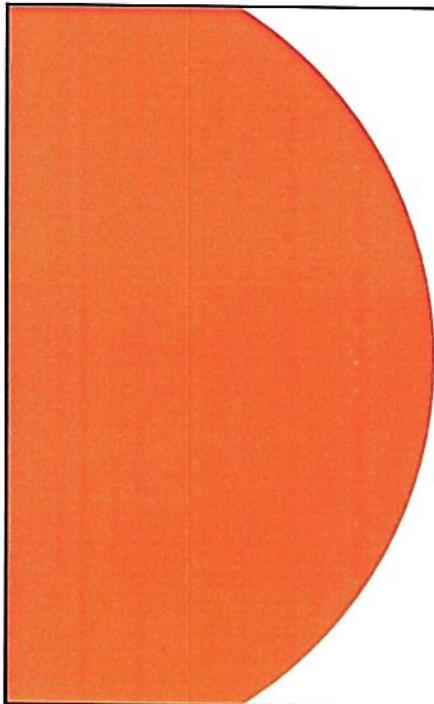


9 min  
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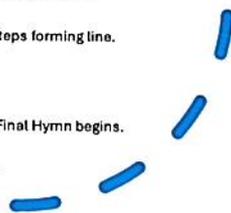
7 min  
0.3 miles

Labels on map: Caldicot Town Council, The Cross Inn, The Lychgate B&B, Jubilee Way, Church Rd, Castle Lea, One Stop, Caldicot, Wiesen, Buden Cr, Monks Cl, Sandy Ln, Way Car Park, Chepstow Rd, Llanthony Cl, Community G.

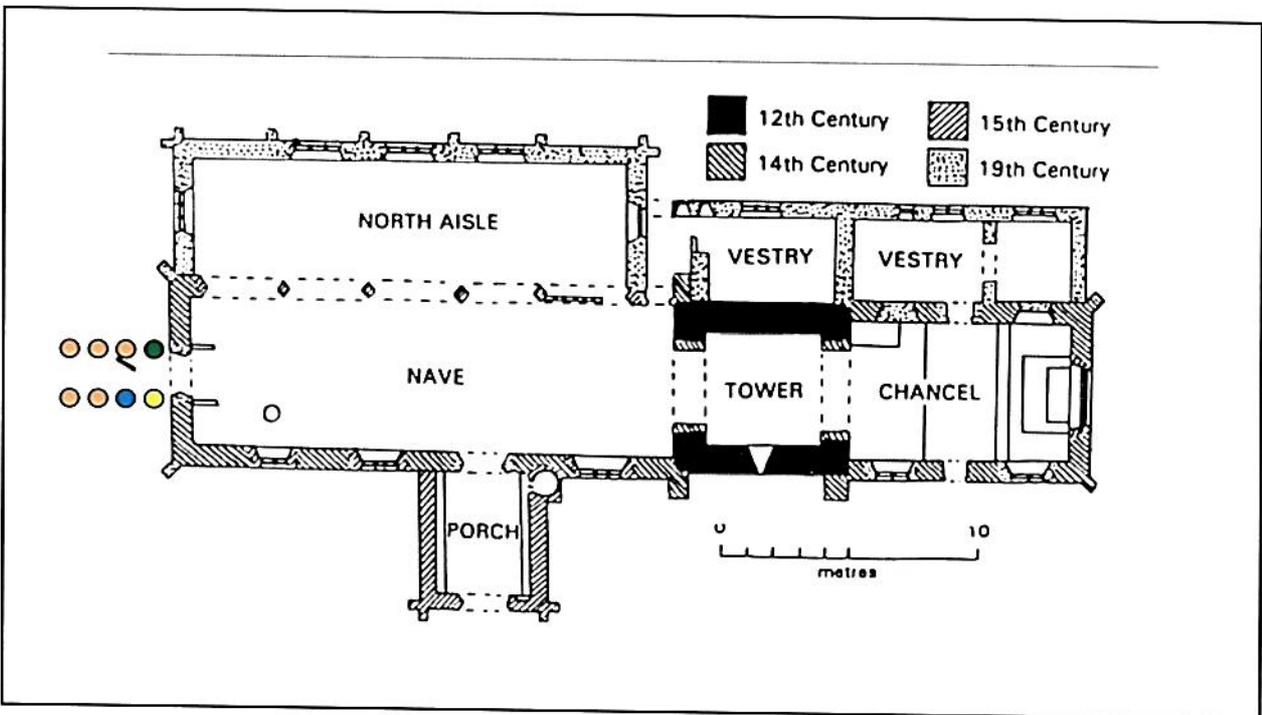
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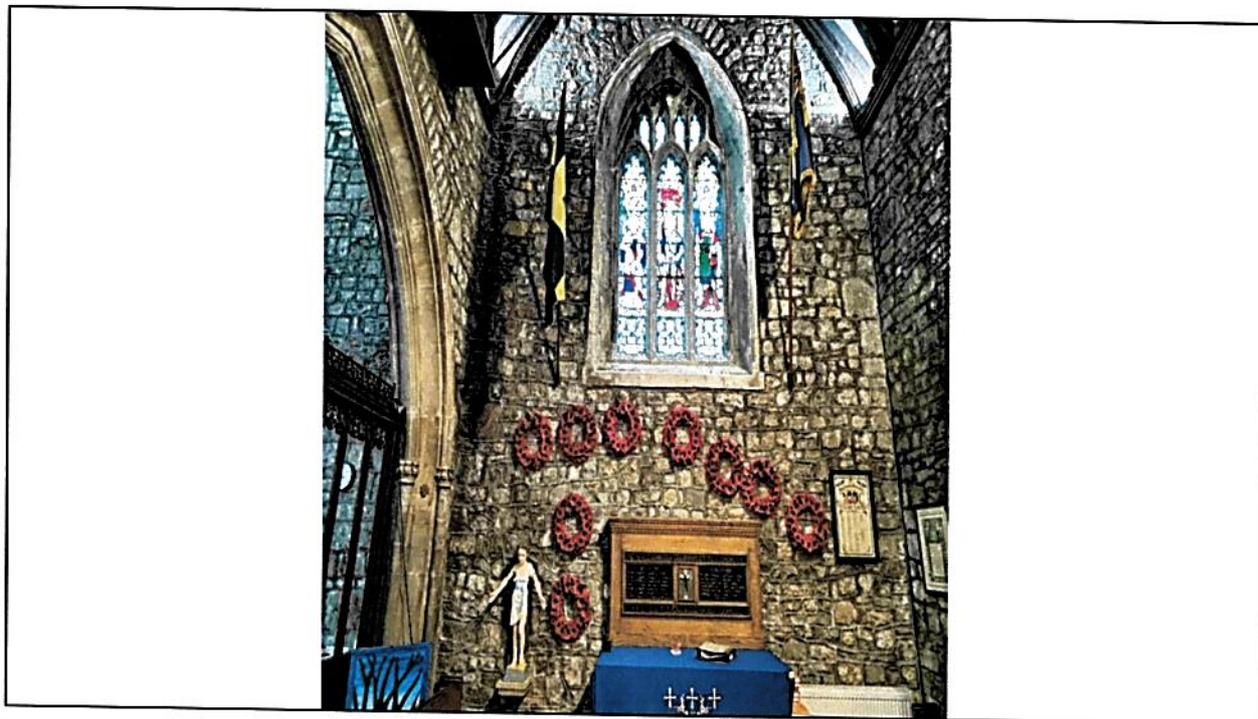
- **Church Format**
- Once congregation seated in Church, Standards fall in in ranks of 2(Legion leads)
- Taking the cue from the vicar/PM, Standards slow march to the High Altar, during first hymn.
- RBL Standard moves to the right side of the altar whilst other standard bearers hand their standards to the vicar/Assistant (other bearers will retire to their seats).
- The RBL Standard will accompany the vicar(Followed by wreath layers) to the War Memorial, where they will position at 45° to the War Memorial
- Act of Remembrance and Wreath Laying.
- The RBL Standard Accompanies the vicar to the High Altar.
- RBL Standard is handed over to the vicar. Then retires to their seat in the congregation.
- Standard bearers stand and proceed to the High Altar, after the Lords Prayer finishes
- Standard bearers retrieves standards and slow marches to the top of steps forming line.
- RBL dip standards for the Anthems
- Standard bearers slow march to the South Door, as the second line of Final Hymn begins.
- Left turn into the South door and take lining position (RBL on the right).



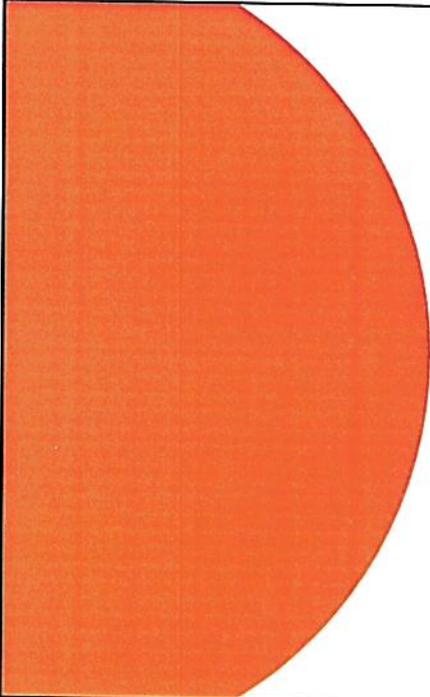
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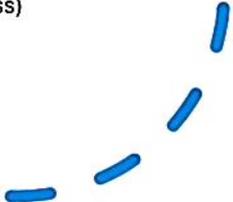
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7



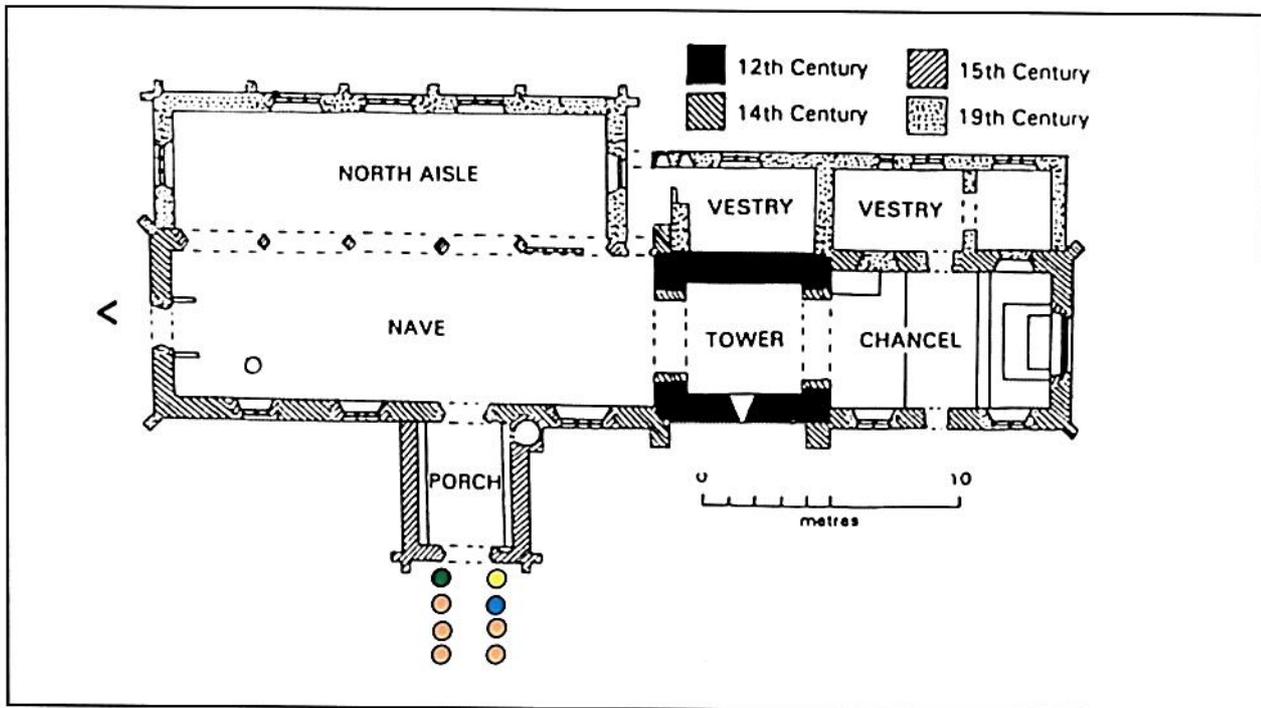
- **Wreath Order**
- Lord Lieutenant/DL
- Chairman of Monmouthshire County Council
- Mayor of Caldicot.
- Deputies for Twinned Towns.
- Regular Forces
- Reserve Forces Representatives.
- Chairman of Caldicot Royal British Legion.
- Veterans
- Public Services (Police, Fire, Ambulance)
- Uniformed Voluntary Services (St John, Red Cross)
- Cadet Forces( Army, RAF)
- Members of the Public



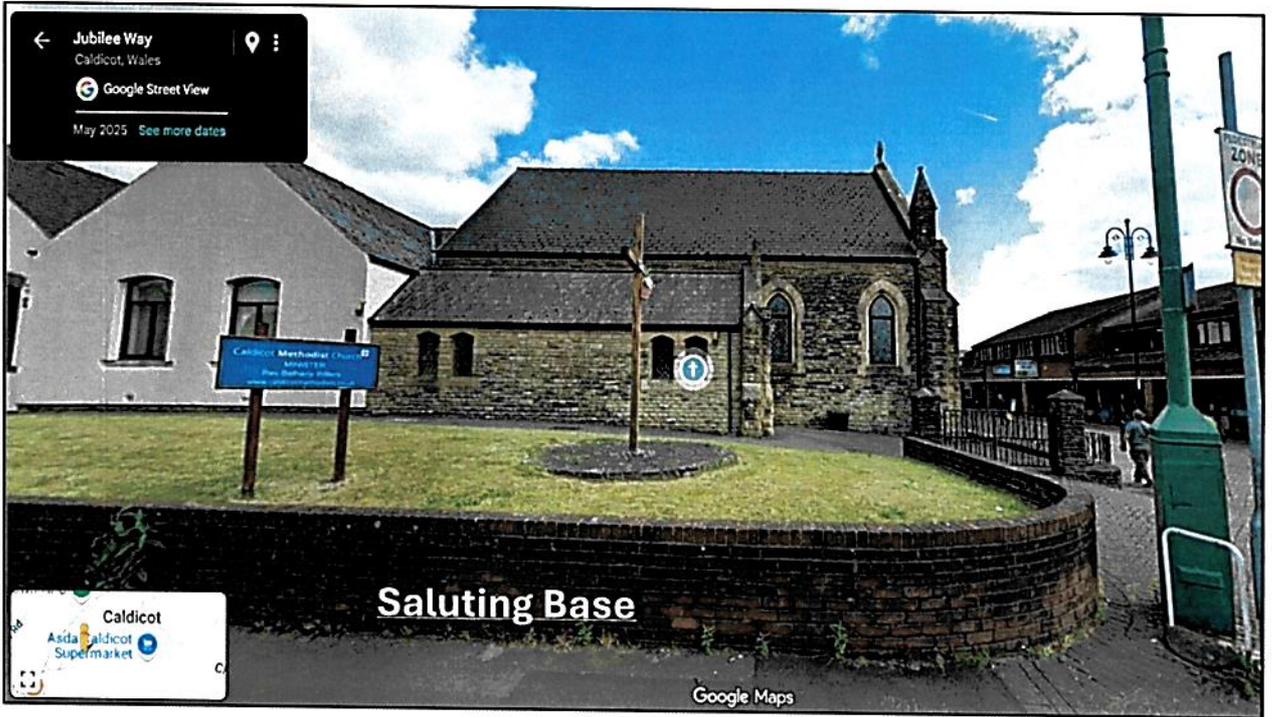
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9



10



11

A satellite map of Caldicot, Wales, showing a route through the town. A white box on the map indicates a travel time of 12 minutes. The map shows residential streets, green spaces, and commercial areas. A red horizontal line is drawn above the list of events.

- Parade Halts outside the Good measure Pub
- Mayor and Chairman of the RBL Fall out and thanks everyone inviting them into the Good Measure
- Parade Fallen out under control of the parade marshal

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## Act of Remembrance

(St Mary's Church)

### Welcoming Address.

#### The Gathering

All gather in silence.

The minister reads:

*We meet in the presence of God.*

*We commit ourselves to work in penitence and faith for reconciliation between nations, that all people may together live in freedom, justice and peace.*

*We pray for all who are in bereavement, disability and pain continue to suffer the consequences of fighting and terror.*

*We remember with thanksgiving and sorrow those whose lives, in world wars and conflicts past and present, have been given and taken away.*

**Hymn - O God, our help in ages past**  
(During Hymn Standards parade to High Altar, hand over standards, RBL Standard leads to war memorial)

*O God, our help in ages past,  
our hope for years to come, our shelter  
from the stormy blast, and our eternal  
home; Beneath the shadow of thy throne  
thy saints have dwelt secure; sufficient  
is thine arm alone, and our defense is  
sure. Before the hills in order stood, or  
earth received her frame, from  
everlasting thou art God, to endless*

*years the same. A thousand ages in thy  
sight are like an evening gone; short as  
the watch that ends the night before  
the rising sun. Time, like an ever-rolling  
stream, bears all our years away; they  
fly forgotten, as a dream dies at the  
opening day. O God, our help in ages  
past, our hope for years to come, be  
thou our guard while troubles last, and  
our eternal home.*

### Act of Remembrance

*We remember those with thanksgiving and sorrow,  
those whose lives, in world wars and conflicts past  
and present, have been given and taken away:*

#### Reading of Names of Fallen

#### The Exhortation

*They shall grow not old, as we that are left grow  
old; age shall not weary them, nor the years  
condemn.*

*At the going down of the sun and in the morning,  
we will remember them.  
We will remember them.*

#### Last Post

**Two-minute silence**

**Reveille**

#### The Kohima Epitaph is said:

*When you go home tell them of us and  
say, for your tomorrow we gave our today.*

#### Laying of Wreaths

Representatives and other members of  
the public come forward to lay wreaths.

*Ever living God, we remember those whom you have  
gathered from the storm of war into the peace of  
your presence; may that same peace calm our  
fears, bring justice to all peoples and establish  
harmony among the nations, through Jesus Christ  
our Lord.  
Amen.*

#### Hymn - I Vow to thee, my country

(Vicar leads RBL Standard to top altar)

*I vow to thee, my country, all earthly  
things above  
Entire and whole and perfect, the service  
of my love  
The love that asks no question, the love  
that stands the test  
That lays upon the altar, the dearest and  
the best  
The love that never falters, the love that  
pays the price  
The love that makes undaunted the final  
sacrifice  
And there's another country, I've heard of  
long ago  
Most dear to them that love her, most  
great to them that know  
We may not count her armies, we may not  
see her king  
Her fortress is a faithful heart, her pride is  
suffering  
And soul by soul, and silently her shining  
bounds increase  
And her ways are ways of gentleness, and  
all her paths are peace*

#### Reading

Hear these words from the New Testament

13

*Peace, I leave with you; my peace I give to  
you. I do not give to you as the world  
gives. Do not let your hearts be troubled,  
and do not let them be afraid.*

*The wisdom from above is first pure, then  
peaceable, gentle, willing to yield, full of  
mercy and good fruits, with a trace of  
partiality or hypocrisy. And a harvest of  
righteousness is sown in peace for those  
who make peace.*

*This is the message we have heard from  
him and proclaim to you, that God is light  
and in him there is no darkness at all.*

#### Prayers

Let us pray for all who suffer as a result of  
conflict, and ask that God may give us  
peace:

for the service men and women who have  
died in the violence of war, each one  
remembered by and known to God;  
May God give peace.

God give peace.  
for those who love them in death as in  
life, offering the distress of our grief and  
the sadness of our loss;

May God give peace.  
God give peace.

for all members of the armed forces who  
are in danger this day, remembering  
family, friends and all who pray for their  
safe return;  
May God give peace.  
God give peace.

*For civilian women, children and men  
whose lives are disfigured by war or  
terror, calling to mind in penitence the  
anger and hatreds of humanity;  
May God give peace.  
God give peace.*

*For peace-makers and peace-keepers, who  
seek to keep this world secure and free;  
May God give peace.  
God give peace.*

*For all who bear the burden and privilege  
of leadership, political, military and  
religious; asking for gifts of wisdom and  
resolve in the search for reconciliation  
and peace.  
May God give peace.*

God give peace.  
*O God of truth and justice, we hold  
before you those whose memory we  
cherish and those whose names we will  
never know Help us to lift our eyes above  
the torment of this broken world, and  
grant us the grace to pray for those who  
wish us harm. As we honor the past, may  
we put our faith in your future; for you  
are the source of life and hope now and  
forever. Amen.*

#### All join together in the Lord's Prayer:

*Our Father, who art in heaven, hallowed be thy  
name. Thy Kingdom come; thy will be done on  
earth as it is in heaven.  
Give us this day our daily bread and forgive us  
our trespasses as we forgive those who  
trespass against us.  
And lead us not into temptation but deliver us  
from evil for thine is the kingdom, the power,  
and the glory for ever and ever.  
Amen.*

#### Hymn -

#### The act of commitment is made:

*Let us commit ourselves to responsible  
living and faithful service.*

*Will you strive for all that makes for peace?  
We will*

*Will you seek to heal the wounds of war?  
We will*

*Will you work for a just future for all  
humanity? We will*

*Merciful God, we offer to you the fears in  
us that have not yet been cast out by love:  
May we accept the hope you have placed in  
the hearts of all people, And live lives of  
justice, courage and mercy; through Jesus  
Christ our risen Redeemer. Amen*

14

**The National Anthem**

God save our gracious King!  
 Long live our noble King!  
 God save the King!  
 Send him victorious,  
 Happy and glorious,  
 Long to reign over us,  
 God save the King.

**Hen Wlad fy Nhadau - Welsh National Anthem**

Mae hen wlad fy nhadau  
 yn annwyl i mi  
 Gwlad beirdd a chantorion, enwogion o ffrd  
 Ei gwrol ryfelwyr,  
 gwladgarwyr tra mād,  
 Iros ryddid gollasant eu gwaed  
 Gwlad, Gwlad  
 Pleidiol wyf i'm gwlad  
 Tra môr yn fur i'r bur hoff bau  
 O bydded i'r heniaith barhau

**Final Blessing**

*God grant to the living grace, to the departed rest, to the Church, the King, the Commonwealth [or to the Church, the State] and all people, unity, peace and concord, and to us and all God's servants, life everlasting. And the blessing of God Almighty, Father, Son and Holy Spirit be with you all and remain with you always. Amen*

**Hymn - Guide me, O thou great Redeemer  
(During this hymn the standards will leave via the south entrance)**

*Guide me, O thou great Redeemer  
 pilgrim through this barren land;  
 I am weak, but thou art mighty,  
 hold me with thy powerful hand:  
 Bread of heaven, bread of heaven,  
 feed me now and evermore,  
 feed me now and evermore.*

*Open now the crystal fountain,  
 whence the healing stream doth flow; let  
 the fiery cloudy pillar  
 lead me all my journey through:  
 Strong deliverer, strong deliverer,  
 be thou still my strength and shield,  
 be thou still my strength and shield.*

*When I tread the verge of Jordan,  
 bid my anxious fears subside;  
 death of death and hell's  
 destruction, land me safe on Canaan's  
 side: Songs and praises, songs and  
 praises, I will ever give to thee,  
 I will ever give to thee.*

## Act of Remembrance

(ST Mary's Church)

Welcoming Address.

The Gathering

All gather in silence.

The minister reads:

We meet in the presence of God.

We commit ourselves to work in penitence and faith for reconciliation between nations, that all people may together live in freedom, justice and peace.

We pray for all who are in bereavement, disability and pain continue to suffer the consequences of fighting and terror.

We remember with thanksgiving and sorrow those whose lives, in world wars and conflicts past and present, have been given and taken away.

Hymn - O God, our help in ages past

(During Hymn Standards parade to High Altar, hand over standards, RBL Standard leads to war memorial)

O God, our help in ages past,  
our hope for years to come, our shelter  
from the stormy blast, and our eternal  
home; Beneath the shadow of thy throne  
thy saints have dwelt secure; sufficient  
is thine arm alone, and our defence is  
sure. Before the hills in order stood, or  
earth received her frame, from  
everlasting thou art God, to endless

years the same. A thousand ages in thy  
sight are like an evening gone; short as  
the watch that ends the night before  
the rising sun. Time, like an ever-rolling  
stream, bears all our years away; they  
fly forgotten, as a dream dies at the  
opening day. O God, our help in ages  
past, our hope for years to come, be  
thou our guard while troubles last, and  
our eternal home.

### Act of Remembrance

We remember those with thanksgiving and sorrow,  
those whose lives, in world wars and conflicts past  
and present, have been given and taken away:

### Reading of Names of Fallen

#### The Exhortation

They shall grow not old, as we that are left grow  
old; age shall not weary them, nor the years  
condemn.

At the going down of the sun and in the morning,  
we will remember them.

We will remember them.

#### Last Post

Two-minute silence

Reveille

#### The Kohima Epitaph is said:

When you go home tell them of us and  
say, for your tomorrow we gave our today.

#### Laying of Wreaths

Representatives and other members of  
the public come forward to lay wreaths.

Ever living God, we remember those whom you have  
gathered from the storm of war into the peace of  
your presence; may that same peace calm our  
fears, bring justice to all peoples and establish  
harmony among the nations, through Jesus Christ  
our Lord.  
Amen.

#### Hymn - I Vow to thee, my country

(Vicor leads RBL Standard to top altar)

I vow to thee, my country, all earthly  
things above

Entire and whole and perfect, the service  
of my love

The love that asks no question, the love  
that stands the test

That lays upon the altar, the dearest and  
the best

The love that never falters, the love that  
pays the price

The love that makes undaunted the final  
sacrifice

And there's another country, I've heard of  
long ago

Most dear to them that love her, most  
great to them that know

We may not count her armies, we may not  
see her king

Her fortress is a faithful heart, her pride is  
suffering

And soul by soul, and silently her shining  
bounds increase

And her ways are ways of gentleness, and  
all her paths are peace

#### Reading

Hear these words from the New Testament

*Peace, I leave with you; my peace I give to you. I do not give to you as the world gives. Do not let your hearts be troubled, and do not let them be afraid.*

*The wisdom from above is first pure, then peaceable, gentle, willing to yield, full of mercy and good fruits, with a trace of partiality or hypocrisy. And a harvest of righteousness is sown in peace for those who make peace.*

*This is the message we have heard from him and proclaim to you, that God is light and in him there is no darkness at all.*

#### **Prayers**

Let us pray for all who suffer as a result of conflict, and ask that God may give us peace:

for the service men and women who have died in the violence of war, each one remembered by and known to God;  
May God give peace.

**God give peace.**  
for those who love them in death as in life, offering the distress of our grief and the sadness of our loss;

May God give peace.  
**God give peace.**

for all members of the armed forces who are in danger this day, remembering family, friends and all who pray for their safe return;

May God give peace.  
God give peace.

*For civilian women, children and men whose lives are disfigured by war or terror, calling to mind in penitence the anger and hatreds of humanity;*  
May God give peace.  
**God give peace.**

*For peace-makers and peace-keepers, who seek to keep this world secure and free;*  
May God give peace.  
**God give peace.**

*For all who bear the burden and privilege of leadership, political, military and religious; asking for gifts of wisdom and resolve in the search for reconciliation and peace.*  
May God give peace.

**God give peace.**

*O God of truth and justice, we hold before you those whose memory we cherish and those whose names we will never know Help us to lift our eyes above the torment of this broken world, and grant us the grace to pray for those who wish us harm. As we honor the past, may we put our faith in your future; for you are the source of life and hope now and forever. Amen.*

### **All join together in the Lord's Prayer:**

*Our Father, who art in heaven, hallowed be thy name. Thy Kingdom come; thy will be done on earth as it is in heaven.*

*Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us.*

*And lead us not into temptation but deliver us from evil for thine is the kingdom, the power, and the glory for ever and ever.  
Amen.*

### **Hymn -**

#### **The act of commitment is made:**

*Let us commit ourselves to responsible living and faithful service.*

*Will you strive for all that makes for peace?  
We will*

*Will you seek to heal the wounds of war?  
We will*

*Will you work for a just future for all humanity? We will*

*Merciful God, we offer to you the fears in us that have not yet been cast out by love:  
May we accept the hope you have placed in the hearts of all people, And live lives of justice, courage and mercy; through Jesus Christ our risen Redeemer. Amen*

### **The National Anthem**

God save our gracious King!  
Long live our noble King!  
God save the King!  
Send him victorious,  
Happy and glorious,  
Long to reign over us,  
God save the King.

### **Hen Wlad fy Nhadau - Welsh**

#### **National Anthem**

Mae hen wlad fy nhadau  
yn annwyl i mi  
Gwlad beirdd a chantorion, enwogion o fri  
Ei gwrol ryfelwyr,  
gwladgarwyr tra mât  
Tros ryddid gollasant eu gwaed  
Gwlad, Gwlad  
Pleidiol wyf i'm gwlad  
Tra môr yn fur i'r bur hoff bau  
O bydded i'r heniaith barhau

### **Final Blessing**

*God grant to the living grace, to the  
departed rest, to the Church, the King,  
the Commonwealth [or to the Church, the  
State] and all people, unity, peace and  
concord, and to us and all God's servants,  
life everlasting. And the blessing of God  
Almighty, Father, Son and Holy Spirit be  
with you all and remain with you always.  
Amen*

Hymn - Guide me, O thou great  
Redeemer

*(During this hymn the standards will  
leave via the south entrance)*

*Guide me, O thou great Redeemer  
pilgrim through this barren land;  
I am weak, but thou art mighty,  
hold me with thy powerful hand:  
Bread of heaven, bread of heaven,  
feed me now and evermore,  
feed me now and evermore.*

*Open now the crystal fountain,  
whence the healing stream doth flow; let  
the firey cloudy pillar  
lead me all my journey through:  
Strong deliver, strong deliver,  
be thou still my strength and shield,  
be thou still my strength and shield.*

*When I tread the verge of Jordan,  
bid my anxious fears subside;  
death of death and hell's  
destruction, land me safe on Canaan's  
side: Songs and praises, songs and  
praises, I will ever give to thee,  
I will ever give to thee.*



**Minutes of Allotments Working Group Meeting held at 10:00 a.m. on Friday 6<sup>th</sup> February 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr F Rowberry - Chair  
Cllr M Mitchell  
Cllr G Owen

**Also present:** L Wallington – Administrative Officer  
Oakley Way Representative x2  
Sandy Lane Representative x1

**A9/2025-26 Welcome**

The Chair welcomed everyone to the meeting.

**A10/2025-26 Apologies for Absence**

**RESOLVED** to receive apologies for absence from Cllr J Bond and Cllr W Conniff.

**A11/2025-26 Declarations of Interest**

No declarations of interest were received.

**A12/2025-26 Public Question Time and Participation**

No questions were received from members of the public.

**A13/2025-26 Minutes**

Members **RESOLVED** to confirm the minutes contained therein:

i) Minutes of Allotments Working Group Meeting held on Wednesday 3<sup>rd</sup> September 2025

**A14/2025-26 Allotment Support Grant Update**

Members received an update regarding expenditure of the Allotment Support Grant from Welsh Government.

Members were informed that the grant will be used to purchase and install:

- A new palisade entrance gate at Oakley Way allotments
- A noticeboard for each allotment site
- Two insect hotels for each allotment site
- Equipment to assist the Facilities Assistant in clearing lightly overgrown vacant plots
- Contractor clearance of eight vacant unkempt plots across Sandy Lane and Oakley Way

Members were informed that the works would be carried out in February. Members noted that vacant plots would be maintained by the Facilities Assistant until they are re-let.

Members **RESOLVED** to note that Allotment Holders preferred tarpaulin covering of vacant plots as opposed to regular maintenance.

Members **RESOLVED** to note the report.

## A15/2025-26 Allotments Update

- i) **KGVPF Allotments**  
No representatives were in attendance.
- ii) **Oakley Way Allotments**  
Concerns were raised regarding plots 6, 7, 13, 14 and 15.

A query was raised regarding the implementation of the padlock. Members were informed that the padlock would be installed by 1<sup>st</sup> April and written into the tenancy agreement going forward. Members received clarification on why the padlock could not be installed without the consent of all allotment holders.

Members were informed of a water leak at Oakley Way and Sandy Lane allotments and that investigative work was required to identify the location. Members acknowledged potential difficulties in establishing responsibility for the leak and discussed options for managing the issue and associated costs.

Members acknowledged that extensive water costs required investigation and agreed that the water supply would be turned off until the end of April, weather permitting.

Members encouraged the use of water capturing devices and self-sustaining water practices. Members expressed concerns regarding the long-term environmental impact of excessive water usage.

Members **RECOMMENDED** to Full Town Council that the water supply at Oakley Way and Sandy Lane allotments be turned off temporarily to allow for investigation of the water leak.

- iii) **Sandy Lane Allotments**  
Concerns were raised regarding the discarded items adjacent to the entrance of Sandy Lane.

Members were informed that the items would not be cleared as information received indicated that some allotment holders were also discarding items, breaching their tenancy agreement.

Members considered clearance options and noted that waste clearance may result in a service charge to allotment holders. Members were informed that a clearance charge for discarded waste would be incorporated into the tenancy agreement going forward, as the entrance gate should be locked and therefore public fly-tipping should not occur. It was agreed that Caldicot Town Council would provide litter bags for allotment holders to remove the items themselves.

A request was made to install fruit trees and a bench in the communal area at Sandy Lane allotments and requested to apply for grants on behalf of the Town Council to support this.

Members were informed that due to terms and conditions of certain grants, it may not be possible however, the request would be put forward to Full Town Council for consideration.

Members were informed that insect hotels would be installed in the communal area as part of the Allotment Support Grant.

Members **RECOMMENDED** to Full Town Council to install fruit trees and a bench at Sandy Lane Allotments.

**A16/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of the Allotments Working Group is scheduled to be held in September 2026.

Meeting ended at 11:00 a.m.

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

**Chair**



**Minutes of Full Town Council (Planning and Resources) held at 18:30 p.m. on Tuesday 10<sup>th</sup> February 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 J Davies  
Cllr R Grumbach – joined the meeting at 19:07 p.m.  
Cllr RJ Higginson  
Cllr A Mayo  
Cllr G Owen  
Cllr IR Shillabeer  
Cllr P Strong  
Cllr J Woodfield

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrative Officer  
Members of the Public x5

**FTCPR74/2025-26 Welcome**

The Chair welcomed everyone to the meeting.

**FTCPR75/2025-26 Apologies for Absence**

**RESOLVED** to receive apologies for absence from Cllr J Bond, Cllr W Conniff, Cllr A Easson and Cllr R Wilsher. Members were informed that Cllr R Grumbach may arrive late to the meeting.

**FTCPR76/2025-26 Declarations of Interest**

There were no declarations of interest received.

**FTCPR77/2025-26 Public Question Time and Participation**

Members received the following questions:

- A question was received regarding recent communication of the switching off of the allotment water supply at Sandy Lane and Oakley Way due to suspected water leaks and high water bills. Allotment holders expressed uncertainty regarding the water supply reinstatement and requested clarification on the definition of 'extended dry period,' the timescales for repairs and assurance that the water will be reinstated. Concerns were also expressed regarding allotment rent increases and the next Allotment Working Group meeting being scheduled for September.

Members informed that extensive water costs required investigation and that the water supply would only be turned off temporarily to enable the investigation to occur. Members acknowledged that the allotment holders at the Allotment Working Group meeting agreed to the temporary switching off of the water supply. Members acknowledged that Dŵr Cymru had been contacted and the investigation was underway. It was noted that Caldicot Town Council cannot sustain excessive water charges and that there is no statutory obligation to supply

water to the allotments. Members acknowledged that a previous Freedom of Information request regarding allotment expenditure identified that the allotments receive a large amount of funding. Members expressed concerns regarding the long-term environmental impact of excessive water usage and advocated that allotment holders should increase water capturing opportunities. Members assured allotment holders that the water supply will be restored as soon as leaks are resolved. Members apologised that the recent communication was not intended to imply that the water supply would be turned off indefinitely and noted that the Allotment Working Group can schedule a meeting earlier than September if required.

- A question was received regarding whether the cemetery charges had been reviewed following concerns raised the previous year.

Members informed that the cemetery charges were scheduled for consideration later in the meeting under Item 6 Budget Precept Proposals.

- No further questions were received from members of the public.

### FTCPR78/2025-26 Planning

#### i) Planning Applications for Consideration

- **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, NP26 5PY

Members **RESOLVED** to note that application **DM/2025/01600** had been approved by Monmouthshire County Council prior to consideration by Caldicot Town Council at this meeting.

- **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

Members considered the public objections and concerns from Dŵr Cymru regarding the sewer protection zone.

Members **RESOLVED** to recommend support of approval for application **DM/2026/00065**, subject approval by Dŵr Cymru.

Proposed by Cllr P Strong, seconded by Cllr RJ Higginson.

Cllr R Grumbach joined the meeting at 19:07 p.m.

- **DM/2024/01105:** Access, appearance, landscaping, layout and scale. Land At Severn Bridge Industrial Estate, Pill Row, Caldicot

Members **RESOLVED** to recommend support of approval for application **DM/2024/01105**. Proposed by Cllr P Strong, seconded by Cllr J Woodfield.

#### ii) MCC Approved Planning Applications

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

- **DM/2025/01273:** Multi Use Path. Caldicot Castle Country Park, Chepstow Road, Caldicot

- **DM/2025/01387:** Proposed Single Storey Extensions to Side and Front and associated alterations. 17 Ebbw Road Caldicot Monmouthshire NP26 4PR
- **DM/2025/01455:** Proposed Rear Extension. 20 Churchfield Avenue Caldicot Monmouthshire NP26 4ND
- **DM/2025/01579:** The proposal involves an over-roof extension, with the gables raised and finished with a metal fascia, which is the only visual difference. Xylem Water Solutions, Unit 9 Symondscliff Way Severn Bridge Industrial Estate Portskewett Monmouthshire NP26 5PW

### **FTCPR79/2025-26 Budget Precept Proposals**

Clerk presented the budget sheets, reserves information and projected end-of-year figures. Members considered earmarked and general reserves, cemetery fees and future grounds maintenance increases, impact of inflation (3.8%) and project allocations.

Clerk advised Members that reserves should be set at six month operating costs in the event of unforeseen circumstances.

Cllr A Mayo left the meeting at 19:43 p.m.  
Cllr A Mayo rejoined the meeting at 19:44 p.m.

Members considered the effects of various precept percentage increases.

Members acknowledged that Members are entitled to claim their allowance.

Members considered the cost of cemetery maintenance and grounds maintenance and noted that Town Council do not have their own work force and utilise contractors to complete the works. Members were informed that the Cemetery Maintenance contract and Grounds Maintenance contract were due for renewal in April and that costs were expected to increase.

Members reviewed the Schedule of Fees and **RESOLVED** to reduce the cost of the CRS Tablet/Memorial to £120.00, New Inscription to £60.00 and to increase the New Headstone to £240.00, in line with the Church of Wales.

Proposed by Cllr J Woodfield, seconded by Cllr A Mayo

Members **RESOLVED** to increase all other charges by 5.00%, with Allotment Fees rounded down to the nearest pound for ease of administration.

Proposed by Cllr IR Shillabeer, seconded by Cllr RJ Higginson

Members **RESOLVED** to approve the recommendation from the Cemetery Working Group, to implement Other Cemetery Fees, consisting of memorial wall benches, plaque with rose (bush), plaque, memorial roses (bushes) and memorial trees and plaque.

Proposed by M Mitchell, seconded by Cllr RJ Higginson

After consideration, Council agreed the required precept to maintain services, cover inflation and fund projects, taking into consideration the reserves and the movement of reserves allocated at £30,000.00.

Members **RESOLVED** to approve a Precept of £521,158.00 for the Financial Year 2026-2027 having taken into account the current reserves and the impact on future reserves.

Proposed by Cllr IR Shillabeer, seconded by Cllr RJ Higginson

Members thanked the Clerk and Officers for the extensive financial work.

**FTCPR80/2025-26 Flagpole Maintenance**

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

**FTCPR81/2025-26 Cemetery Hedge Replacement**

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

Cllr P Strong left the meeting at 20:27 p.m.

**FTCPR82/2025-26 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> February 2026.

**FTCPR83/2025-26 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**

Cllr P Strong rejoined the meeting at 20:29 p.m.

**FTCPR84/2025-26 Item 7 – Flagpole Maintenance**

Members **RESOLVED** to approve the re-roping of the two Town Council flagpoles, refurbishment of the non-broken KGVPF flagpole and refurbishment of the Cemetery flagpole and **RESOLVED** to approve the quotation of £985.00 by PD Flagpole. Members **RESOLVED** to approve a three-year annual inspection quotation of £595.00 per year by PD Flagpole.  
Proposed by Cllr IR Shillabeer, seconded by Cllr J Woodfield.

**FTCPR85/2025-26 Item 8 – Cemetery Hedge Replacement**

Members considered the request from the Environmental and Climate Change Working Group and noted that the request could not be considered at this instance due to the lack of quotations received.

Members **RESOLVED** to approve the quotation of £2,200.00 + VAT from J Ball.  
Proposed by Cllr R Grumbach, seconded by Cllr RJ Higginson

Members **RESOLVED** to delegate powers to the Cemetery Officer to get hedge replaced...  
Proposed by Cllr M Mitchell, seconded by Cllr RJ Higginson

Meeting ended at 20:58 p.m.

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

Chair

**Caldicot Town Council**

**Tel: 01291 420441    Email: [towncouncil@caldicottc.org.uk](mailto:towncouncil@caldicottc.org.uk)**

**Minutes of a meeting of the Personnel Committee of  
Caldicot Town Council in Caldicot Town Council offices,  
held on Friday 13 February 2026**

**Present:**

Cllr. M. Mitchell – Chair  
Cllr. R Shillabeer.  
Cllr. Cochran  
Cllr. P Strong  
Cllr. G Owen

**Meeting commenced at 13:12**

**P168/2025-26 Welcome**

The Chair welcomed members to the meeting.

**P169/2025-26 Apologies for Absence**

Apologies for absence were received from Cllr W Conniff and Cllr F Rowberry and were accepted.

**P170/2025-26 Declarations of Interest**

None declared.

**P171/2025-26 Public Question Time and Participation**

No members of the public were present.

**P172/2025-26 Minutes**

Members resolved to approve the minutes of the Personnel Committee meeting held on 18 December 2025 as a correct record.

Proposed: Cllr Shillabeer

Seconded: Cllr Cochran

**P173/2025-26 Staffing Matters**

Members resolved to move this item into Exempt Business.

Proposed: Cllr Owen

Seconded: Cllr Cochrane

**P174/2025-26 Date of Next Meeting**

The date of the next meeting to be confirmed as required.

**P175/2025-26 EXCLUSION OF PUBLIC AND PRESS**

Members resolved that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.

**Exempt Business**

**P176/2025-26 Staffing**

Members received a further update regarding the previously agreed staffing matters. Minor grammatical corrections were required and these would take place before the formal signatures were added.

Members **RESOLVED** to authorise the Chair of Council and the Proper Officer to sign the resolution on behalf of the Council, subject to minor amendments as identified.

Proposed: Cllr Cochrane

Seconded: Cllr Owen

**P177/2025-26 Staffing Structure**

Members considered a proposed staffing structure.

The Committee also considered future staffing arrangements and resilience. A revised staffing structure was presented to improve operational efficiency, clarify roles and responsibilities, and strengthen financial oversight.

Following discussion, Members agreed to recommend the proposed staffing model to Full Council for approval and delegated authority to the Proper Officer to prepare appropriate job descriptions and recruitment documentation.

Members **RESOLVED** to recommend to Full Council the adoption of the revised staffing structure (Model One), including:

- Appointment of a Deputy Town Clerk / Responsible Financial Officer (part-time).
- Adjustment to administrative staffing arrangements to allow for a permanent part time Administrative Officer to be appointed.
- Delegation to the Proper Officer to prepare relevant job descriptions and person specifications.

Proposed: Cllr Cochrane

Seconded: Cllr Shillabeer

The Committee further discussed governance, confidentiality obligations and the handling of communications relating to all staffing matters and the failure of some members of the council to recognise that they are part of a body corporate.

Meeting closed at 15:36

Signed: .....

Chair

Date: .....

12TH FEBRUARY 2026

Dear John,

Thank you for taking the time to meet with me today, as requested, I have outlined my concerns below. Please can you raise them with the Town Council at your next appropriate meeting.

1) Resident views and communication:

A question I would very much like an answer to at your meeting is this:

***Caldicot Town Council – as I see it, you are here to work for your residents and be our voice, how can you do that behind closed doors with no clear engagement policies and poor or no communication responses?***

How as a resident am I supposed to contact the council to express my views and concerns? I searched for email addresses on the website but have had no response to my concerns regarding reasoning why or actions taken. I have had no reply from the email you forwarded to council members and others in over two months. I am not aware of when meetings take place or “drop-in sessions.” I have had no correspondence from the council to how my tax is being spent! I have been actively taking time out to search for this and report a matter – this concerns me that the council are in fact closed to getting feedback from their constituents and are unable to gauge opinions and concerns of all the electorate, not just those that they choose to visit.

I would like to suggest; a timescale for enquiry response that is reviewed to ensure all queries are acknowledged and who is accountable for them; a section of “council meetings” for resident feedback and satisfaction which is reviewed and published annually too; improved communication across all demographics of the residents of Caldicot – emails, social media and letters through the door, to outline how to communicate with you and how to attend council events, meetings etc.

## 2) Safety and Security in Caldicot Town Centre

### ***How do the Council intend to make Caldicot Town Centre more safe, secure, and prosperous for Women?***

According to the Safeguarding minister and home secretary – “We are half the population. We are daughters, sisters, friends, colleagues, and partners. Our safety, security and prosperity are everyone’s business.” I would like to reiterate that the Town Centre does not feel welcoming, safe and a pleasant place to visit when dark. As a female, shopping when dark or using the restaurants it is poorly lit and can appear intimidating. The walkthrough area from the main car park past Monmouthshire Building Society is also dark and quiet. A shop female staff member told me, “I hate coming into Caldicot and won’t bring my kids when it is dark.” To be honest, I do not feel secure and know there have been anti-social behaviour incidents where people have reported being intimidated and followed from these areas. CCTV is great but you need lighting to make people feel seen and to see those who are behaving in an intimidating or odd way. This needs to be reviewed. Also, how are businesses supposed to attract trade when this is the case?

Again, I would like to suggest; change of existing street lighting for brighter alternative in the Centre, or even just light wattage and coverage review – plus making sure that they are on at appropriate times too; lighting under the Bistro and by the Greggs area until all shops and pubs are closed; lighting to be installed by the Monmouthshire Building society walk through.

## 3) Rubbish Removal

### ***How is the waste removal from the Town Centre being managed? Who conducts reviews of its success and are they competent to do this? Why are bins overflowing on trading days and glass and empty bottles of alcohol left on the floor, Pidgeon excrement everywhere and chewing gum bins overflowing? Why, despite resident complaints, has no action been taken?***

I would like to suggest either strict performance management as the work does not meet good enough standards, a review of the frequency and timing of waste removal and implementation of further cleaning criteria. Maybe benchmark with areas that look welcoming such as Abergavenny how they manage this? Maybe look at employing someone to take on Caretaking for the Centre specifically.

## 4) Benches, Flowerbeds and General Appearance.

***Why have the benches been left for so long when they look unsightly, are making the area look unappealing and devaluing the area and not attracting trade or custom? The untended flowerbeds also look sad and depressing. What can be done to improve this?***

We have so many resources available to the community, the benches look so unsightly and will make a visual impact on the area if maintained – can we not make this happen without a lengthy budget application or consultation? TogetherWorks, the local schools could all be approached to assist with wood painting and other council departments to aid with metal painting – or volunteers? Getting local community groups to help improve the area may also increase pride in it! This also applies to flowerbeds, which could potentially be managed by someone in a caretaker role as part of a broader review.

5) Passion to get things resolved by the council.

I am very thankful to you, John, for taking the time to review the points raised with me and raise on my behalf to the council. I do want one final question raised:

***Where is the passion to make our Town the best it can be?***

If things are being completed or achieved – let residents know. If there are tasks that lack funding, or if the available budget has been allocated to other areas of Monmouthshire, address this issue on behalf of the community. Caldicot have a significant percentage of the population of Monmouthshire and deserve a better Centre and facilities.

We have community groups and facilities that could be utilized to put on events, improve the surroundings too – it is not always a high-cost resolution but needs better management or creativity. Caldicot has so many wonderful attributes and possibilities – I truly hope those involved at the Council share that belief and vision.

I very much look forward to hearing a response to items raised.

Yours Sincerely,

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed



Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA

19<sup>th</sup> February 2026

Dear,

Thank you for your letter of 12<sup>th</sup> February and for taking the time to meet with Cllr Woodfield to discuss your concerns. I am grateful that you have set out your points so clearly, and I welcome the opportunity to respond.

Firstly, please accept my sincere apologies that your earlier email did not receive a direct response from the Town Council office. We aim to acknowledge correspondence promptly and provide a fuller reply within 15 working days wherever possible. On this occasion that did not happen, and I am sorry for the frustration this has caused. Your letter and this response will be shared with all councillors and placed on the agenda for the Full Council meeting on 25 February. If you would like to attend remotely, we would be pleased to provide you with the link.

### **Communication and Resident Engagement**

You are absolutely right to raise the importance of clear communication and meaningful engagement.

Meetings are published on the Town Council website and noticeboards, and residents are welcome to attend. However, we recognise that this approach does not reach everyone, and that our website requires improvement. Work has already begun to redesign the site to make it clearer, more accessible and easier to navigate. We are also reviewing how enquiries are logged and monitored so that accountability and response times are strengthened.

In addition, I am currently progressing a staffing restructure which includes a stronger focus on community engagement and communication. The intention is to improve updates to residents across multiple channels and ensure that feedback is actively encouraged and responded to.

We are also working jointly with Monmouthshire County Council on a placemaking exercise, which will involve public consultation and drop-in sessions to gather views from across the community.

Your suggestion regarding regular councillor surgeries is very constructive. This is something ward members can consider reinstating and I will ensure that it is discussed.

## **Safety and Security in the Town Centre**

Your concerns regarding safety, particularly for women and families during darker hours, are understood and taken seriously.

Street lighting and highway infrastructure are the responsibility of Monmouthshire County Council. However, Town Councillors have consistently raised concerns regarding lighting levels and poorly lit areas, including the walkway by Monmouthshire Building Society and sections of the town centre. These issues form part of ongoing discussions within the placemaking project, where improved lighting and environmental design will be key considerations.

You are correct that CCTV alone is not enough to create a feeling of safety. Lighting quality, visibility and the overall environment all contribute to confidence in public spaces. We will continue to press MCC to review lighting levels and timings where concerns have been identified.

In recent years, additional safety initiatives have operated in Caldicot, including Welsh Government-funded schemes such as Operation Lumley and Operation Lockwood, alongside enhanced CCTV coverage. There is more we can do to ensure residents are aware of these measures and their outcomes.

## **Waste Removal and Cleanliness**

Waste collection and street cleansing in the town centre are the responsibility of Monmouthshire County Council. However, the Town Council currently funds two additional cleaners for 12 hours per week to support key areas of the town centre and main approaches.

We recognise that on busy trading days or following events, waste levels can increase significantly. Discussions are ongoing regarding whether additional cleansing hours can be justified within budget constraints, and we will continue to raise concerns about service standards with MCC where required.

Event organisers are responsible for waste generated directly by their events and generally manage this well. The wider issue of overflow from surrounding areas is something we are exploring with local businesses to encourage shared responsibility for maintaining the immediate frontage of their premises.

## **Benches, Flowerbeds and General Appearance**

The benches and flowerbeds in the town centre are currently owned and maintained by Monmouthshire County Council. Discussions are underway regarding the potential for the Town Council to assume greater responsibility for some elements of maintenance.

We have recently secured funding to purchase equipment that will enable staff to water planters during dry periods and undertake light cleaning work to improve the

appearance of the centre. Options are being explored for refurbishing and repainting benches, as well as replacing those beyond repair.

Your suggestion of community involvement is appreciated. Where practical and safe to do so, partnership approaches with local groups, schools or volunteers can help foster pride and ownership. Any such initiatives would need to be appropriately organised and insured, but the principle of community collaboration is one we support.

### **Passion and Leadership**

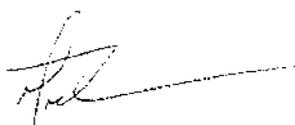
I can assure you that both councillors and staff are committed to seeing Caldicot thrive. However, as you rightly note, progress must be visible.

Town centres across the UK face significant challenges due to changing shopping habits and wider economic pressures. While the Town Council does not control business rates, rents or planning policy, we are committed to influencing change where we can — particularly through the placemaking process, community events, environmental improvements and partnership working.

Where funding constraints limit progress, we must be transparent about this. Equally, where work is being delivered, we should communicate it more effectively. That is an area we are actively seeking to improve.

Thank you again for raising your concerns in such a constructive manner. Your willingness to engage and offer suggestions is valued. Improving Caldicot town centre will require collaboration between councils, businesses and residents alike, and your input contributes to that process.

Yours Sincerely



Mark Tredwin  
CEO/Clerk