

Minutes of Allotment Working Group held at 10:30 a.m. on 10th April 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr F Rowberry – Chair
Cllr C Cochrane
Cllr M Mitchell
Cllr G Owen
Cllr IR Shillabeer

Also present: M Tredwin – Town Clerk
L Wallington – Community Development Officer
G Thomas – Administrative Officer
M Peters – Oakley Way Representative
J Spencer – Sandy Lane Representative

A24/2025-26 Welcome

The Chair welcomed everyone to the meeting.

Members noted the remembrance of Cllr W Conniff as a Member of the Allotments Working Group.

A25/2025-26 Apologies for Absence

No apologies for absence were received.

A26/2025-26 Declarations of Interest

No declarations of interest were received.

A27/2025-26 Minutes

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

- i) **Minutes of Allotments Working Group Meeting held on Tuesday 24th March 2026**
Proposed by Cllr C Cochrane, seconded by Cllr IR Shillabeer

A28/2025-26 Water at Oakley Way and Sandy Lane Allotments

Members received an update on the provision of soil sensors, with one sensor per allotment site. Members were informed that information would be made available via QR codes displayed on site noticeboards. Members were advised that the data readings would not be infallible and therefore the location of sensors would be based on a trial-and-error approach.

Members clarified that the allotment water supply had not been permanently disconnected. Members noted that works were being undertaken to identify the location of the leak and that repairs would be carried out according to the location of the leak. Members noted that unrestricted water use is not financially viable.

Members were informed that allotments are one of several areas within the Council's remit and that, due to current staffing levels, workloads are prioritised accordingly. It was noted that allotment matters have not been disregarded.

Members were advised that the water supply contract was between Town Council and Welsh Water, and that contact should only be made by the Town Council. It was noted that discussions have taken place between allotment holders and contractors.

Members advised that the use of hosepipes and unrestricted running water is not permitted.

Members were informed that research from the National Allotment Association indicated that many allotment sites do not permit the use of sprinklers or hosepipes and that water costs at such sites are generally lower for a similar site area. Members noted that water costs are considered excessive, and despite the leak, the level of expenditure cannot be justified. Members noted that miscommunication and inaccurate representations were not acceptable and emphasised that effective communication is important.

Members were informed that the Community Development Officer was exploring environmental grant opportunities in relation to water harvesting and that external funding options were being considered to assist with offsetting costs for residents and allotment holders. Members were provided with a presentation regarding potential water harvesting systems.

The Community Development Officer left the meeting at 11:13 a.m.

The Community Development Officer rejoined the meeting at 11:16 a.m.

Members were informed that a definitive timescale of repair works cannot be provided as it is dependent on external factors. It was noted that the Council will endeavour to work with allotment holders.

Allotment holders reported that they had received limited information or responses and requested the imminent reinstatement of the water supply, reassurance on timescales and access to the site noticeboards. Members noted that the Town Council will manage the allotment noticeboards and provide updates as appropriate. It was agreed that notices should be submitted to the office for display and that it is not good practice for noticeboards to be left unlocked.

Cllr C Cochrane left the meeting at 11:45 a.m.

It was noted that three Freedom of Information requests had been received in relation to allotment matters.

Members noted that an update would be provided on Monday 20th April 2026 and displayed on the allotment noticeboards.

Allotment holders requested a breakdown of allotment expenditure. Members were informed that this information had previously been provided in response to a Freedom of Information request.

Members **RECOMMENDED** that a copy of the FOI response relating to allotment expenditure be sent to the allotment representatives.

Members were advised that at the Annual Meeting in May, a new allotment representative should be elected, along with a deputy representative to attend meetings in the absence of the representative.

A29/2025-26 Allotment Support Grant Works

Members were informed of the grant expenditure and that the total cost of the project was £7,102.59 + VAT. Members noted that the claim was submitted to Welsh Government on 13th March 2026 and that the Office had yet to receive confirmation of the claim.

It was also noted that the Facilities Assistant had undertaken maintenance of vacant plots, which would be carried out on a two-week rotational basis.

Members **RESOLVED** to note the report.

Cllr M Mitchell left the meeting at 12:07 p.m.
Cllr M Mitchell rejoined the meeting at 12:09 p.m.

A30/2025-26 Date of Next Meeting

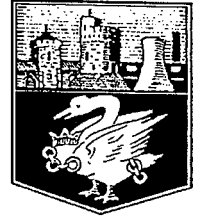
Members **RESOLVED** to note that the next meeting of the Allotments Working Group is scheduled to be held on Tuesday 1st September 2026 at 10:30 am.

Members were informed that the soil sensors would be implemented in due course and that the Best Kept Allotment competition would be assessed in July.

Meeting ended at 12:11 p.m.

Signed Date

Chair



**Minutes of Full Town Council (Planning and Resources) Meeting held at 6:30 p.m. on
Tuesday 14th April 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26
4NA**

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr RJ Higginson
Cllr A Lewis
Cllr A Mayo
Cllr IR Shillabeer
Cllr P Strong

Also present: L Wallington – Community Development Officer
G Thomas - Administrative Officer
J Turner – Temporary Locum Deputy Clerk and Responsible Financial Officer
Members of the Public x 3

FTCPR101/2025-26 Welcome

The Chair welcomed everyone to the meeting.

The Chair introduced J Turner as Acting Responsible Financial Officer and Acting Deputy Clerk on a temporary locum basis.

FTCPR102/2025-26 Apologies for Absence

No apologies for absence were received.

FTCPR103/2025-26 Declarations of Interest

No declarations of interest were received.

FTCPR104/2025-26 Public Question Time and Participation

The following matters were raised by members of the public:

- Members of the public raised concerns regarding parking enforcement at Asda car park, specifically the three-hour parking limit and enforcement outside store opening hours. Members of the public were concerned about the impact on carers and support workers accompanying multiple residents on shopping trips within time limit and potential fines incurred when visiting the cash machine or charity donations outside store opening hours.

Members were informed that parking enforcement is privately managed by a third-party contractor and that the Town Council does not have direct authority over private land.

Members **RESOLVED** to contact the parking contractor regarding community concerns and **RESOLVED** that Officers investigate historical planning permission relating to the parking conditions, where appropriate.

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

- Members of the public requested an update regarding the reopening of the King George V Playing Fields gates.

Members were informed that the appointed contractor was no longer able to install a drop-down bollard and that an alternative contractor was being sought. It was confirmed that the project has been approved by Council and budgeted for and that the gates would reopen once the works are completed.

- Members of the public queried whether the area could be used as a car park.

Members were informed that the area is not a designated public car park and confirmed that the area would be limited to pedestrian and authorised access only.

FTCPR105/2025-26 Minutes

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

i) **Minutes of Allotments Working Group Meeting held on Tuesday 24th March 2026**

ii) **Minutes of Full Town Council Meeting held on Wednesday 25th March 2026**

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer

FTCPR106/2025-26 Planning

i) **Planning Applications for Consideration:**

- DM/2026/00262:** Front single storey extension. 171 Newport Road, Caldicot, NP26 4AE

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00262**.
Proposed by Cllr RJ Higginson, seconded by Cllr A Lewis

- DM/2026/00422:** Two storey side extension and rear single storey extension. 14 Fernleigh Road, Caldicot, NP26 4EG

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00422**.
Proposed by Cllr RJ Higginson, seconded by Cllr A Lewis

- 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 **RESOLVED** to note application **DM/2026/00065** as the planning application had been approved by Monmouthshire County Council prior to the meeting. Members acknowledged that this was a revised application and that the original application was recommended by Full Town Council to be approved on 10th February 2026, subject to Dŵr Cymru Welsh Water approval.

ii) **MCC Approved Planning Applications**

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

- DM/2025/00056:** Proposed single storey lean-to extension to side of building, forming utility, shower/wc and store. 13 Churchfield Avenue Caldicot NP26 4ND

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

FTCPR107/2025-26 Authority for Officers to Apply for Grant Funding

Members considered the report outlining the request to delegate authority to Officers to apply for grant funding where timescales do not allow prior Council approval. Members noted that Council approval would always be required prior to the submission of an application where match-funding or ongoing financial commitments were required. Members acknowledged that spending authority remained with the Council.

Members **RESOLVED** to delegate authority to Officers to apply for grant funding when applicable, subject to compliance with the Council’s policies, Standing Orders, Financial Regulations and reporting requirements outlined.

Proposed by Cllr A Mayo, seconded by Cllr P Strong

FTCPR108/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 29th April 2026.

Additional items were considered at the discretion of the Chair.

Members requested an update regarding the water at the allotments. Members confirmed that the water turn-off is temporary while investigations are ongoing. Members noted that a contractor was due to attend site imminently to identify the cause of the high water bills. Members acknowledged that alternative water-harvesting options were being explored and that allotment representatives have been kept informed.

A Member raised a concern regarding the prolonged storage of third-party equipment on the highway at Fitzwalter Road, obstructing access for residents and emergency services. Residents were encouraged to report issues to Monmouthshire County Council and to forward photographic evidence to the office.

Members **RESOLVED** for Officers to contact Monmouthshire County Council Highways regarding the concerns.

Meeting ended at 7:07 p.m.

Signed Date

Chair



**Minutes of Commemoration and Anniversaries Working Group Meeting held at 1:00 p.m.
on Wednesday 15th April 2026 at the Caldicot Town Council Building, Sandy Lane,
Caldicot NP26 4NA**

Present: Cllr P Strong - Chair
Cllr M Mitchell
Cllr G Owen
Cllr F Rowberry
Cllr IR Shillabeer

Also present: L Wallington – Community Development Officer
R Bennett
G Hill
E Lee
I Quelch
J Valentine

CA42/2025-26 Welcome

The Chair welcomed everyone to the meeting.

CA43/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from D Frett and A Roberts.

CA44/2025-26 Declarations of Interest

No declarations of interest were received.

CA45/2025-26 Minutes

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

**i) Minutes of Commemoration and Anniversaries Working Group Meeting held on
Wednesday 4th February 2026**

Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry

CA46/2025-26 Time Capsule

Members considered the burial of the 50 Years of Caldicot time capsule in conjunction with the planting of a tree in memory of Cllr W Conniff, and that the family had been consulted.

Members suggested that the time capsule be buried by, or in close proximity to, the memorial tree to ensure access is maintained without disturbing the tree roots. It was agreed that advice be sought from R Lewis.

RESOLVED to recommend that delegated authority be given to Officers and the Chair, to arrange the burial of the time capsule and the planting of a memorial tree for Cllr W Conniff, in consultation with the family.

Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

CA47/2025-26 Remembrance Sunday 2026

Members were informed that the Council endorsed the Royal British Legion’s proposal regarding the 11:00 a.m. Remembrance Sunday 2026 service at the Full Town Council Meeting held on Wednesday 25th February 2026. Members noted that a notice would be issued in due course advising the public of the change in procedure and that the service would be managed by the RBL.

It was noted that arrangements for road closures would be progressed in due course. Members were informed that Jubilee Way Car Park could not be closed due to residential and commercial access, however, it would be managed as part of the road closure arrangements. Health and safety concerns were raised regarding Jubilee Way Car Park not being closed.

It was noted that Council had approved the previous CAWG recommendation for three individuals to undertake road traffic marshalling training and for two individuals to undertake first aid training.

Members noted a proposal from the RBL to move the parade starting point to The Cross. It was advised that, should this amendment be progressed, the revised plan would require approval from Council. R Bennett confirmed that a walk-through would be undertaken of both the existing and revised plans. Members were advised that following the completion of the walk-through, A Roberts would finalise the order of service and submit it to the Office for circulation to Members.

CA48/2025-26 Royal British Legion Plaque and Bench

The RBL advised Members that the required funding had been secured and they would purchase the bench and gift to Caldicot Town Council to arrange installation under permitted development rights. Members were informed that the RBL would liaise with the supplier regarding delivery arrangements.

Members noted that the Council considered the request at the Full Town Council meeting held on Wednesday 25th February 2026 and that the Council supported the installation of a commemorative bench adjacent to the Cross War Memorial.

Members **RESOLVED** to approve the resolution at the Full Town Council Meeting on Wednesday 25th February 2026, to delegate administrative arrangements to the Clerk and Officers.
Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer

CA49/2025-26 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 20th May 2026 at 1:00 p.m.

Meeting ended at 1:24 p.m.

Signed Date

Chair



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Monmouthshire South Monthly Update **MARCH / April 2026**



WARD NAME

Caldicot

Crimes in Caldicot in March / April 2026

Introduction

This report provides an overview of policing activity, recorded incidents, and community safety matters in Caldicot for the reporting month above. The report has been prepared by your local Police Community Support Officer (PCSO) Paterson.

Summary of Incidents

During the reporting period, the Force Control Room received 156 calls relating to the Caldicot Area, of which three resulted in recorded crimes. Of the recorded crimes, these consisted of:

Crime Category	# of crimes
Total	10
Violence With Injury	1
Violence Without Injury	1
Criminal Damage & Arson	2
Misc Crimes Against Society	1
All Other Theft	2
Shoplifting	1
Residential Burglary	1
Commercial Burglary	1



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

A breakdown of incidents shows that crime was spread across several categories, with criminal damage, theft-related offences, and burglary forming the majority.

Ward Area	# of crimes
Green Lane	2
Dewstow	1
West End	3
Severn	2
Caldicot Castle	2

This represents a decrease in reported crime compared to the previous reporting period, with recorded offences reducing from 62 to 10. While a range of offence types has been recorded, these remain low in number and largely consist of lower-level incidents. There is no clear emerging pattern indicating a significant increase in risk to the community.

Overall, crime levels in Caldicot remain low. Gwent Police Monmouthshire Officers will continue to monitor activity more closely and maintain a visible presence within the community to provide reassurance and prevent further offences.

Key Issues

The main issues identified during this month, including those raised at the most recent council meeting, are as follows:

- Youths on off-road bikes, driving dangerously and causing alarm, distress, and annoyance to members of the public.
- Youths throwing mud at people at the top of Cas-Troggy Park
- Speeding / Manner of Driving
- Youths causing Anti-Social Behaviour

Police Activity

In response to issues highlighted above, Monmouth South Neighbourhood Policing Team has increased high-visibility patrols in



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

the town centre and surrounding areas, including Cas-troggy Park. Officers have been actively targeting anti-social behaviour and the use of off-road bikes, resulting in two bikes being seized following a call to Benjamine Ave

Proactive operations have been carried out to identify and stop vehicles being used without valid insurance or the appropriate driving license. This has resulted in the seizure of vehicles and the issuing of traffic offence reports. While our officer was out on proactive patrol, they responded quickly to an ongoing burglary, arrested those involved, and were able to return the belongings to the rightful owner.

In addition to enforcement activity, officers have been conducting regular community surgeries, providing residents with the opportunity to raise concerns, seek advice, and engage directly with their local policing team. This ensures that community priorities continue to shape ongoing policing activity.

The Neighbourhood team has also been engaging with local schools, building positive relationships with pupils and maintaining a visible presence within the school community to support early intervention and prevention.

Community Engagement

Below are the upcoming community surgeries with your local PCSO in Caldicot:

- Wednesday 10th June – 13:30/14:30 – Together Works
- Wednesday 1st July – 13:30/14:30 – Together Works
- Wednesday 12th August – 13:30/14:30 - Together Works
- Wednesday 9th September – 13:30/14:30 - Together Works
- Wednesday 7th October – 13:30/14:30 – Together Works
- Wednesday 11th November – 13:30/14:30 – Together Works
- Wednesday 9th December – 13:30/14:30 – Together Works



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Further details can be found on the Gwent Police Website by searching Caldicot under 'Your Area'. Additional Dates will be published over the coming months and shared via neighbourhood matters and the local Monmouthshire Police Facebook page

Conclusion

In conclusion, Caldicot continues to experience low levels of crime, with a clear reduction in recorded offences during the period reported. The issues identified are largely isolated and low-level, with no evidence of any significant or escalating threat to the wider community.

Targeted policing activity and increased visibility have contributed to this position and will remain focused on the key concerns raised, particularly anti-social behaviour, youth-related incidents, and road safety.

Gwent Police Monmouthshire Officers will continue to work closely with the council, partner agencies, and the community to sustain this progress, address local priorities, and ensure Caldicot remains a safe and well-supported area.

Contact Details

For Further information or to raise any concerns, please contact:

PCSO Paterson
Monmouthshire Neighbourhood Policing Team
Gwent Police
Jack.Paterson@gwent.police.uk
07773080834

Or

PCSO Richards
Monmouthshire Neighbourhood Policing Team
Gwent Police



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Adam.Richards@gwent.police.uk
07970165833

One final point is that we are now launching a new initiative messaging system called Neighbourhood Matters. This will keep the local community informed about local incidents, crime prevention advice, upcoming events, and our local policing priorities. If you are interested in signing up, please scan the QR code below or visit www.GwentNeighbourhoodMatters.co.uk.



Report completed by CO545 Jack Paterson
Monmouthshire South Neighbourhood POLICING TEAM



Civility and Respect Pledge

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector. By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. Signing up is a straightforward and uncomplicated process, which only requires councils to register with One Voice Wales and agree to the following statements:

Date of Council Meeting

Signature

Statement	Tick
Our council has agreed that it will treat all councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has provided councillors with the Code of Conduct.	
Our council has good governance arrangements in place including staff contracts and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model.	
Our council supports One Voice Wales in relation to its work with the Welsh Government to improve the effectiveness of the ethical framework in Wales.	

Committee: FULL COUNCIL

Date: Wednesday 29th April 2026

Title: Allotment Water

Purpose of Report

To update Members regarding the outcome of the investigations at Sandy Lane and Oakley Way Allotments.

Recommendation:

Members to note the report.

Background:

1. Following the receipt of unusually high water bills at Sandy Lane and Oakley Way allotments, investigations were required to establish the underlying cause and to identify the most appropriate remedial action.
2. The water bills for 2025 - 2026 for Sandy Lane was £1,063.01 and Oakley Way was £826.91.
3. As of February 2026, before the water was turned off, we received a water bill of £451.37 for Oakley Way and £550.55 for Sandy Lane.
4. Without the water-control measures in place, the predicted cost for 2026 - 2027 would be £902.74 for Oakley Way and £1,101.10 for Sandy Lane.
5. As a precautionary measure, the water supply to both sites was temporarily shut off to prevent further water wastage and additional costs while the investigation work was undertaken.
6. This was agreed by Members and allotment representatives at the Allotments Working Group Meeting held on Friday 6th February 2026.

"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."

Report:

7. On Thursday 16th April 2026, contractors attended each site and identified a negligible leak at Sandy Lane and a minor leak at Oakley Way.
8. We were advised by the contractors that neither of these leaks are of a sufficient scale to explain high water charges. It would appear at this stage that the primary cause of the high water bills at both sites is high water utilisation, rather than significant leaks within the system.

9. The following measures were carried out:
 - Push-button taps were installed on two standpipes at each site.
 - All remaining taps were capped.
 - Water is accessed via push-button taps which turn off after 10 seconds, to reduce the likelihood of water being left running.
10. The locations of the push-button taps were selected to ensure that access and walking distances are as fair as possible for all tenants.
11. This option was selected as a cost-effective solution, with the aim to significantly reduce excessive water usage, avoid further unnecessary expense and restore the water supply for tenants as quickly as possible. Necessary action had to be taken to reduce water waste and ensure that water costs are managed fairly and sustainably.
12. The newly installed push-button taps are more accessible compared with traditional cross-head taps and are easier to operate, particularly for users with limited dexterity, as they do not require a tight grip or twisting action.
13. On Thursday 23rd April 2026, contractors attended both allotment sites to adjust the angle of the taps to ensure that water flows vertically.
14. The water supply to both Sandy Lane and Oakley Way allotment sites was restored on Thursday 23rd April 2026.
15. Checks will be carried out periodically to monitor water consumption and ensure that water is being used responsibly.
16. Should the measures implemented fail to produce a significant reduction in water charges, further investigations will be carried out.

Proposed Resolution

17. Members **RESOLVED** to note the report.
18. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Lucy Wallington
Community Development Officer
April 2026