



**Minutes of Full Town Council (Planning and Resources) Meeting held at 6:30 p.m. on
Tuesday 12th May 2026 at the Caldicot Town Council Building, Sandy Lane,
Caldicot NP26 4NA**

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr J Davies
Cllr RJ Higginson
Cllr A Lewis
Cllr A Mayo
Cllr G McIntyre
Cllr G Owen
Cllr M Peters
Cllr IR Shillabeer
Cllr P Strong

Also present: L Wallington – Community Development Officer
G Thomas - Administrative Officer
Members of the Public x 5

FTCPR109/2025-26 Welcome

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

FTCPR110/2025-26 Apologies for Absence

No apologies for absence were received.

FTCPR111/2025-26 Declarations of Interest

No declarations of interest were received.

FTCPR112/2025-26 Public Question Time and Participation

Members received the following questions:

- A question was received regarding whether the delay in presenting the Minutes of the Full Town Council Meeting held on Wednesday 25th October 2025 for approval is permitted under Standing Orders and whether the Chair considered the minutes to be a true and accurate record.

The Chair confirmed that approval of minutes was a Full Council decision and would be addressed under the relevant agenda item later in the meeting.

- A question was received regarding whether the Minutes of the Full Town Council Meeting held on Wednesday 25th October 2025 provided an accurate record of Member's departures from the meeting and suggested that certain departures were not recorded.

The Chair confirmed that the matter would be considered when the minutes were reviewed.

- A question was received regarding whether the Council had applied for the Green Flag Award for King George V Playing Fields and Dewstow Cemetery.

Members advised that they were unable to provide a response at that time and would make further enquiries.

FTCPR113/2025-26 Minutes

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

- i) **Minutes of Full Town Council Meeting held on Wednesday 29th October 2025**
Proposed by Cllr RJ Higginson, seconded by Cllr P Strong
- ii) **Minutes of Personnel Committee Meeting held on Tuesday 24th March 2026**
- iii) **Minutes of Full Town Council Meeting held on Wednesday 29th April 2026**
Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer
- iv) **Minutes of Personnel Committee Meeting held on Wednesday 6th May 2026**

FTCPR114/2025-26 Planning

i) Planning Applications for Consideration

- **DM/2026/00457:** Conversion of side garage and raising of garage flat roof. 25 Linnet Road, Caldicot, NP26 5DJ

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00457**.
Proposed by Cllr RJ Higginson, seconded by Cllr A Lewis

- **DM/2025/00736:** New Garage and Driveway to make additional parking as no parking on the street. 5 Troddi Close, Caldicot, NP26 4PW

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00736**.
Proposed by Cllr RJ Higginson, seconded by Cllr G Owen

ii) MCC Approved Planning Applications

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

- **DM/2026/00131:** Removal of outbuilding and construction of side extension. 36 Green Lane, Caldicot, NP26 4HD
- **DM/2026/00223:** Extension to existing first floor dormers. 13 Kestrel Close, Caldicot, NP26 5RA
- **DM/2026/00262:** Front single storey extension. 171 Newport Road, Caldicot, NP26 4AE

iii) MCC Withdrawn Planning Applications

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

- **DM/2025/01368:** Demolition of existing garage and the construction of 1no dwelling with parking and associated works. 20 Alianore Road, Caldicot, NP26 5DF

FTCPR115/2025-26 SLA Payment to Caldicot Events Committee

Members **RESOLVED** to note the contents of the report and the attached post-event reports submitted by the Caldicot Events Committee.

Proposed by Cllr F Rowberry, seconded by Cllr RJ Higginson

Members **RESOLVED** to approve the release of the first instalment of the 2026-27 Service Level Agreement funding allocation to the Caldicot Events Committee in accordance with the approved Service Level Agreement.

Proposed by Cllr F Rowberry, seconded by Cllr RJ Higginson

Members **RESOLVED** to note that the remaining balance of the annual allocation will remain subject to the submission of satisfactory post-event reporting and financial information in accordance with the terms of the Service Level Agreement.

Proposed by Cllr F Rowberry, seconded by Cllr RJ Higginson

FTCPR116/2025-26 Place and Growth Investment Fund

Members were informed of the Monmouthshire County Council Place and Growth Investment Fund and noted that it had replaced the Shared Prosperity Fund and was primarily focused on economic growth initiatives.

Members **RESOLVED** to note the opening of the Place and Growth Investment Fund and the Expression of Interest (EOI) deadline of 31st May 2026.

Proposed by Cllr P Strong, seconded by Cllr F Rowberry

Members **RESOLVED** to agree that the Town Council promotes awareness of the fund locally through appropriate communication channels.

Proposed by Cllr P Strong, seconded by Cllr F Rowberry

Members **RESOLVED** to authorise officers to engage with Monmouthshire County Council (MCC) to explore potential opportunities.

Proposed by Cllr P Strong, seconded by Cllr F Rowberry

Members **RESOLVED** that any officer led expressions of interest/submissions remain exploratory and non-committal unless approved by Full Council.

Proposed by Cllr P Strong, seconded by Cllr F Rowberry

Members **RESOLVED** that any developed proposal be brought back to Council for formal approval.

Proposed by Cllr P Strong, seconded by Cllr F Rowberry

FTCPR117/2025-26 Town Centre Environment Improvement Working Group

Members were informed of the proposal to establish a working group to enhance the presentation of the town centre.

It was noted that responsibility for the Town Centre fell under the remit of Monmouthshire County Council, however, permission had been obtained from Monmouthshire County Council to undertake the planting. Members raised concerns regarding ongoing maintenance and were informed that the Facilities Officer would undertake daily watering duties, excluding weekends.

Members **RESOLVED** to establish a Town Centre Environment Improvement Working Group and agreed the proposed Terms of Reference. Members **RESOLVED** that membership would be determined at the Annual Meeting.

Proposed by Cllr G Owen, seconded by Cllr IR Shillabeer

Members **RESOLVED** to approve the purchase of plants and compost for installation within the Town Centre.

Proposed by Cllr A Lewis, seconded by Cllr RJ Higginson

Members **RESOLVED** that the purpose of the Working Group shall be to develop proposals and initiatives aimed at improving Town Centre planters, flower beds and associated environmental presentation within Caldicot.

Proposed by Cllr P Strong, seconded by Cllr A Lewis

Members **RESOLVED** that individual Councillors be invited, on a voluntary basis, to assist with monitoring or supporting individual Town Centre planters where willing.

Proposed by Cllr P Strong, seconded by Cllr A Lewis

Members **RESOLVED** that membership of the Working Group be reviewed following the Annual Meeting, with Members added or removed as deemed appropriate by Full Council.

Proposed by Cllr P Strong, seconded by Cllr A Lewis

FTCPR118/2025-26 Staffing Matter

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

Proposed by Cllr P Strong, seconded by Cllr G Owen

FTCPR119/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the Annual Meeting of Full Town Council is scheduled to be held on Wednesday 20th May 2026 at 6:00 p.m.

FTCPR120/2025-26 Exclusion of Public and Press

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

Members **RESOLVED** that staff remain in attendance during exempt business.

COMMITTEE IN PRIVATE SESSION

FTCPR121/2025-26 Staffing Matter

Members **RESOLVED** to ratify the appointment of Deputy Town Clerk/Responsible Financial Officer.

Proposed by Cllr P Strong, seconded by Cllr RJ Higginson

Members **RESOLVED** to note that the use of the term “accused” in Minute P198/2025-26 of the Personnel Committee Meeting held on Wednesday 6th May 2026 was deemed inappropriate.

Meeting ended at 7:34 p.m.

Signed Date

Chair