



4th December 2025

Dear Councillors,

You are hereby summoned to attend a **Meeting of Full Town Council (Planning and Resources)** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Tuesday 9th December 2025 at 18:30 p.m.**

The meeting will be conducted in a Hybrid fashion both at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so using the following information:

Click [HERE](#) to join the meeting

Yours sincerely,

Mark Tredwin
Town Clerk to the Council

Agenda

1. **Welcome**
The Chair will welcome everyone to the meeting.
2. **Apologies for Absence**
Members are asked to receive apologies of absence for this meeting.
3. **Declarations of Interest**
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.
4. **Public Question Time and Participation**
Members of the public are advised that they are welcome to ask questions about items on the agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written response. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes

The Chair will identify the following appended minutes and invite the Committee Chairs to present recommendations that they would like the Council to confirm.

Members are asked to confirm the recommendations contained therein and to note the minutes of Committees and Working Groups:

- i) **Minutes of Personnel Committee Meeting held on Thursday 6th November 2025**
- ii) **Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 11th November 2025**

6. Planning

Plans may be viewed prior to the meeting at <https://www.monmouthshire.gov.uk/view-planning-applications>

i) **Planning Applications for Consideration:**

Members are asked to consider the planning applications received:

- **DM/2025/01387:** Proposed Single Storey Extensions to Side and Front and associated alterations. 17 Ebbw Road, Caldicot, NP26 4PR
- **DM/2025/01455:** Proposed Rear Extension. 20 Churchfield Avenue, Caldicot, NP26 4ND
- **DM/2025/01368:** Planning Permission Demolition of existing garage and the construction of 1no dwelling with parking and associated works. 20 Alianore Road, Caldicot, NP26 5DF

ii) **MCC Approved Planning Applications:**

Members are asked to note that the following planning applications have been approved:

- **DM/2025/01173:** First floor extension and garage conversion. 73 Wentwood View, Caldicot, NP26 4QH

[P&R Approved - 14.10.25]

- **DM/2025/01068:** I am proposing to build an insulated, habitable garden room with shower and toilet. 5 Castle Gardens, Caldicot, NP26 4QP

[P&R Approved – 14.10.25]

[P&R Noted – 11.11.25]

Members are asked to note that the following planning applications have been approved, subject to S106:

- **DM/2025/00514:** Demolition of existing garage and erection of two storey detached dwelling, car parking and associated works. 11 Kestrel Close, Caldicot, NP26 5RA

[P&R Deferred – 13.05.25]

7. Police Report November 2025

Members to note the Police report.

8. **Street Cleaning Agreement – Annual Payment**
Members to agree the Annual Street Cleaning Payment as per the Service Level Agreement and to hear a progress update from MCC Officers.
9. **Community Council Precept Report**
Members to decide the frequency of the Precept Payment for 2026-2027.
10. **Allotment Grant Report**
Members to be updated on the award of an Allotment Grant.
11. **Town Clerk's Statement of Internal Control 2025-26**
Members to note the Clerk's statement.
12. **Proposed Future Energy Llanwern Solar Project**
Members to consider the Consultation Report.
13. **Community Garden Update**
Members to be updated on the Community Garden.
14. **Date of Next Meeting**
Members are asked to note that the next meeting of Full Town Council (Planning and Resources) is scheduled to be held on Tuesday 13th January 2026.

Members are asked to note that an informal Placemaking meeting is scheduled to be held on Tuesday 16th December 2025 at 10:00 a.m.

Members are asked to note that the next meeting of Cemetery Working Group is scheduled to be held on Wednesday 17th December.

15. **EXCLUSION OF PUBLIC AND PRESS**

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

16. **Members may consider items that should be taken into exempt business**

**Minutes of a meeting of the Personnel Committee of
Caldicot Town Council in Caldicot Town Council offices,
held on at 10.00am Thursday 6 November 2025.**

Present: Cllr. M. Mitchell – Chair
Cllr. R
Shillabeer.
Cllr.
Cochran
Cllr. W.
Coniff
Cllr. P
Strong
Cllr. G
Owen

Also present: M Tredwin – Town Clerk

P139/2025-26 Welcome

The Chairman welcomed everyone to the meeting.

P140/2025-26 *Apologies for Absence*

Cllr. F Rowberry Apologies and reasons given

**P141/2025-26 Declarations of
Interest None**

P142/2025-26 Public Question Time and Participation
No members of the public were present

P143/2025-26 Minutes

Members **Resolved** to agree the minutes from the last Personnel Meeting on 17 October 2025. It was noted the date on the agenda was in fact inaccurate.

P144/2025-26 Staffing update

To provide members of the committee with an update on the current staffing position

P145/2025-26 Members resolved to move the above item into exempt business

P146/2025-26 Date of Next Meetings

Members were asked to note that the next meeting of the Personnel Committee had yet to be confirmed and would be dependent upon further updates from the external advisers.

P147/2025-26 EXCLUSION OF PUBLIC AND PRESS

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

P148/2025-26

Agenda item 6 - Staffing update

Members were updated on the current progress of the member of staff's absence from work and of discussions with independent HR consultants. They were made aware of the fact that a highly confidential meeting had taken place but which members of the council who should not have been aware of were.

Whilst appreciative how frustrating some members seem to find this situation, it was noted that there is no excuse for the matter to become a matter for open debate on Social Media.

It was noted that ALL members of staff are entitled to confidentiality and that several councillors had in fact made comments and statements on the web that were recognised by the ICO to be defamatory, in breach of employment law and Data Protection regulations. It was felt that the latest from two councillors was both harassment and bullying of a staff member.

Members noted concerns that the behaviour of certain members of the council was having a detrimental impact on the health and wellbeing of all the staff not just the member of staff being targeted. The clerk confirmed practice of publicly attacking staff is against The Code of Conduct, Employment Law, Standing orders and general common decency. It was also pointed out that staff will be increasingly reluctant to work hours beyond those for which they are contracted whilst attacks such as these continue.

The damage that these attacks are doing to the reputation of the council are immeasurable and the clerk had addressed this in the "Statement of Internal Control" made to Full Council earlier in the year.

10-45 am - In line with advise from the HR Consultants, the Clerk left the meeting.

Members then discussed the most recent information that was provided by Citation on the ongoing situation. Details of this discussion are covered by Employment Law and as such are not to be minuted.

Members agreed to provide to Citation information that could then be communicated to the absent member of staff and which was confidential in nature and should not be shared with other councillors at this point.

Meeting ended at 12-54.

Signed.....

Date

Chairman



**Minutes of Full Town Council (Planning and Resources) Meeting held at 18:30 p.m.
on Tuesday 11th November 2025 at the Caldicot Town Council Building, Sandy Lane,
Caldicot NP26 4NA**

Present: Cllr M Mitchell –Chair
Cllr F Rowberry – Deputy Chair
Cllr J Bond
Cllr C Cochrane
Cllr W Conniff
Cllr J Davies
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Lewis
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 x4

FTCPR43/2025-26 Welcome

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

FTCPR44/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr A Easson and Cllr G Owen.

FTCPR45/2025-26 Declarations of Interest

Cllr J Bond declared a personal non-prejudicial interest relating to Item 6 Planning, as a member of the Monmouthshire County Council Planning Committee.

FTCPR46/2025-26 Public Question Time and Participation

Members held a minutes silence to mark Armistice Day.

The Mayor thanked everyone involved in the Remembrance Sunday Services for their support.

Members were introduced to Music for Memories who had recently been awarded a grant by Caldicot Town Council. Members were provided with a verbal presentation and Caldicot Town Council was thanked for their support.

FTCPR47/2025-26 Minutes

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

- i) **Minutes of Commemoration and Anniversaries Working Group Meeting held on Friday 24th October 2025**
- ii) **Minutes of Environmental and Climate Change Working Group Meeting held on Tuesday 4th November 2025**

Members agreed the recommendations emanating from the Environmental and Climate Change Working Group:

Members **RESOLVED** to approve the recommendation from the Environmental and Climate Change Working Group to add the term "biodiversity" into the terms of reference.
Proposed by Cllr J Bond, seconded by Cllr C Cochrane.

Members **RESOLVED** to approve the recommendation from the Environmental and Climate Change Working Group that the Environmental and Climate Change Working Group should continue as it does currently.
Proposed by Cllr W Conniff, seconded by Cllr A Lewis.

Members **RESOLVED** to approve the recommendation from the Environmental and Climate Change Working Group to undertake an audit of the planters and flower beds in Caldicot which would be assisted by Cllr A Lewis and Cllr IR Shillabeer.
Proposed by Cllr W Conniff, seconded by Cllr R Wilsher.

Members **RESOLVED** to approve the recommendation from the Environmental and Climate Change Working Group to retain the hedge at Dewstow Cemetery and that the proposed wooden fence be reconsidered by the Cemetery Working Group.
Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer.

FTCPR48/2025-26 Planning

i) Planning Applications for Consideration

- **DM/2025/01068:** I am proposing to build an insulated, habitable garden room with shower and toilet. 5 Castle Gardens Caldicot NP26 4QP

Members **RESOLVED** to note application **DM/2025/01068**, as the application had been approved by Monmouthshire County Council before this meeting had taken place. Members noted that the application had been considered by Caldicot Town Council at a previous Full Town Council (Planning and Resources) meeting and was approved subject to the approval of the application from Dŵr Cymru Welsh Water.

- **DM/2025/01369:** Proposed single storey extension to rear of existing dwellinghouse. 43 Castle Lodge Crescent Caldicot NP26 4JS

Members **RESOLVED** to recommend support of approval for application **DM/2025/01369**, subject to the approval of the application from Dŵr Cymru Welsh Water.
Proposed by Cllr P Strong, seconded by Cllr A Lewis.
Cllr J Bond abstained from the vote.

FTCPR49/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 26th November 2025.

Meeting ended at 19:10 p.m.

Signed Date

Chair



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Monmouthshire South Monthly Update November 2025



WARD NAME

Caldicot

Crime in Caldicot in October/November 25

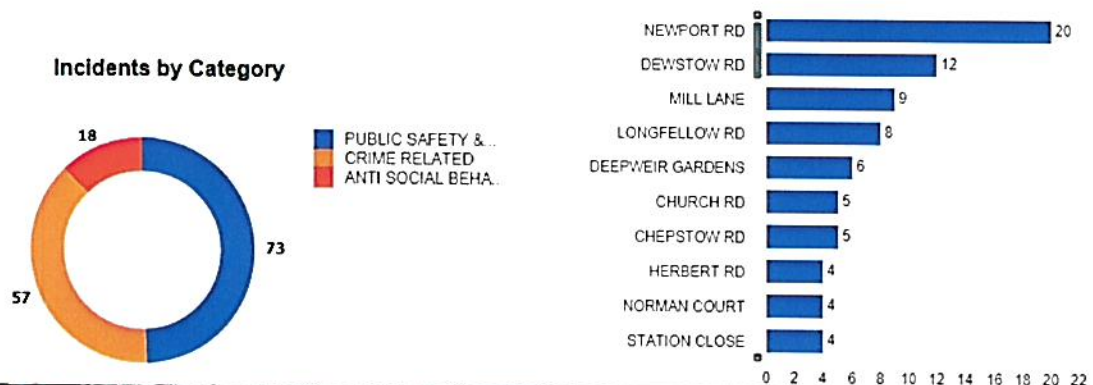
† Crime Category	# of Crimes	%
Total	62	100%
Violence Without Injury	29	47%
Criminal Damage & Arson	11	18%
Misc Crimes Against Society	6	10%
Public Order Offences	6	10%
Non Notifiable Offences	2	3%
Residential Burglary	2	3%
Violence With Injury	2	3%
All Other Theft	1	2%
Drug Offences	1	2%

Top Crime Categories

For September/October 25 Caldicot, as you can see Violence without injury is top of the list again.



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE



As you can see from the above chart to show the incidents that we deal with throughout the month.

We have been dealing with several different incidents through the last month. We have continued working with partner agencies to educate and stop people parking on the zig zags outside the cross pub, several warnings have been issued and two fix penalty notice, to date. Also, it is believed that there will be a restructuring of the lines on the junction of the Church Road into Chepstow Road around The Cross area making it clearer for road users and where they can and can't park.



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

There has been an increase ASB in the area with youth's banging and kicking doors and running away, we are in the process of identifying them but if anyone has any information please get in contact.

We have also given many lessons in the primary schools around safety and interacted with the children to give them a better understanding of the police and how and why we do our jobs. We have also conducted knife crime inputs in line with our operation Sceptre week and Cyber Crime after a request from a few of the schools.

There was an incident reported to Gwent Police at approximately 6pm on Sunday 2nd November 2025. This incident resulted in a large emergency services response to an address in Crossways, Rogiet following a report of a dog attack. A 9-month-old baby boy was pronounced dead at the scene. The dog involved was an XL Bully type dog which was registered with DEFRA. Two persons have been arrested and bailed whilst enquiries are ongoing.

Since the incident we have increased patrols and to try to reassure the community as much as possible. We understand that there may be some community concerns around this incident but would urge people not to speculate as this is an ongoing investigation.

As a neighbourhood team we would just like to thank the community at this time for all there help and support. If there are any questions or members of the community have any other problems, please attend the next police surgery - 8th December 10am Aldi.

One final point is that we are now starting a new initiative messaging system which is called Neighbourhood Matters this will keep the local community informed of 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 go to www.GwentNeighbourhoodMatters.co.uk



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE



Police Surgery 8th December 10am Aldi.
Report completed by Michael Martin CO164

Monmouthshire South Neighbourhood POLICING TEAM

Social media



@gwent.pnn.police.uk

Committee: FULL COUNCIL

Date: 9 December 2025

Title: Street Cleaning agreement – Annual Payment

Purpose of Report

Members to agree the annual street cleaning Payment as per the service level agreement

Recommendation:

- a) Members **RESOLVE** to approve the Payment of £36,599.82 inc VAT to MCC as per the annual agreement.
- b) Members **RESOLVE** for Officers to start negotiations to investigate extending the contract for a further two years and bring the draft agreement back to Full Council for consideration.

Report:

1. Officers from MCC will be attending the council meeting and available November e to answer questions from Town Councillors. The Partnering Agreement sets out the provision of street cleansing, sweeping, weed management, and associated maintenance services delivered by MCC on behalf of CTC. Key elements include:
 - Commencement Date: 1st August 2023 (Agreement signed 1st November 2023).
 - Duration: 3 years - Scope of Services:
 - Scheduled and reactive street cleansing work.
 - Delivery by a Team Leader and Operatives.
 - Additional ad-hoc services as reasonably required.
 - Payment Terms:
 - CTC pays MCC for provision of services at the fee rate defined in Schedule 2.
 - Payments made in 12 equal monthly instalments, exclusive of VAT. This has been an annual invoice from MCC, hence this report.
2. Schedule 1 covers the 12 hours per week standard that are provided under the current contract.
 - Monday early morning (as early as possible) - 4hrs
 - Tuesday early morning - 2hrs
 - Wednesday early morning - 2hrs
 - Thursday early morning - 2hr
 - Friday later afternoon (as late as possible) - 2hr
3. Areas that are covered under the contract.

- Alongside Town Council building and playing fields,
 - extending across to Monarch Court/Newport Road,
 - including pathway adjacent to the guide hut;
 - Town Centre;
 - walkway along bargain booze, Aldi, library, jubilee way car park, Asda;
 - footpath alongside guide hut (leading to Longcroft road);
 - Church Road/Cross regeneration area.
 - Weed management
4. The Contract Fee Structure shows how the Fee is calculated for the staff and allows for the division of their time to be split between the Councils that are participating in the scheme. The amounts indicated are calculated based upon actual cost and then recharged to each council in a proportion based upon the number of hours specified in the contract. In Caldicot's case 12 hours.
- Schedule 2 outlines the following cost components:
 - Staff costs (Team Leader + Operatives)
 - Vehicle and fuel costs
 - 10% management & supervision
 - Annual fee total: £81,909.09
 - Equivalent cost: £44.30 per hour for two operatives and vehicle
 - Contract assumption: 12 hours per week (£27,643.20 per year allocated to CTC)
5. The council received during the budget setting process in December 2025 and this was included in the budget setting process. It was noted that the increase was due to the increase in staffing costs.

Works	Cost (£)
To supply and manage the Caldicot Town Team	30,499.85
King George Playing Fields - Monthly Playground Inspections	722.82
Total	£31,222.67

6. An invoice has been raised by MCC for the following amount as we pay the Inspections in a separate invoice.

Net Amount: £30,499.85
VAT: £6,099.97
Total Amount: £36,599.82

7. It should be noted that this contract is due to end on the 31 July 2026 and so in the forthcoming months members need to be aware that they should either seek to extend the contract with MCC or look to make alternative arrangements in line with the Financial Regulations and contract procurement for the council.

Proposed Resolution

8. Members **RESOLVE** to approve the Payment of £36,599.82 inc VAT to MCC as per the annual agreement.
9. Members **RESOLVE** for Officers to start negotiations to investigate extending/changing the contract for a further three years and bring the draft agreement back to Full Council for consideration.

Mark Tredwin
Town clerk
December 2025

DATE 1st November 2023

MONMOUTHSHIRE COUNTY COUNCIL

Severnside Team

and

Caldicot TOWN COUNCIL

PARTNERING AGREEMENT

for the provision of maintenance and management services

AGREEMENT

DATED: 1st November 2023

BETWEEN:

- (1) MONMOUTHSIRE COUNTY COUNCIL** of County Hall, The Rhadyr, Usk, NP15 1GA (the "Council").
- (2) CALDICOT TOWN COUNCIL** of Council Office, Sandy Lane, Caldicot, NP26 4NA ("CTC")

PARTNERING AIMS

- (A)** CTC wishes to see an improved street scene within the main wards of Caldicot.
- (B)** The Council will provide such additional Services (as set out in this agreement) to help improve the street scene in the locations required by CTC in addition to their statutory obligations in relation to street clean.
- (C)** The Council and CTC have decided to enter into a partnering arrangement to support the common goals noted in A and B and to share expertise and operational support to deliver these goals.

1 PARTNERING SERVICES

- 1.1** During the term of this Agreement, the Council shall provide the Services in accordance with and subject to the terms and conditions of this Agreement by the direct employment of a Town Team, namely a Team Leader and one Town Team operative to deliver the Services.
- 1.2** The Services shall incorporate:
 - 1.2.1** Scheduled Work – as set out in the appendices and agreed between CTC and the Council.
 - 1.2.2** Reactive Work – as set by CTC from time to time on a priority basis. Reactive works may also be set by the team leader.
 - 1.2.3** Additional Works – any works not covered by Schedules or Reactive work, and that require additional support from the Council may still be delivered but there may be additional costs.
 - 1.2.4** Supervision of the Town Crew – the Council shall provide all HR functions, administration, payroll support and training of the Team. A full training analysis and programme will be provided at the outset of the Agreement.
 - 1.2.5** Daily Oversight – CTC will communicate with the Area Grounds Supervisor or Team Leader to request various ad hoc services.

2 TERM AND TERMINATION

- 2.1** Subject to earlier termination in accordance with its terms, this Agreement shall commence on the ...1st August 2023... and shall continue for 3 years.

- 2.2 No later than six (6) months prior to the expiration of this Agreement CTC may, in its absolute discretion, give written notice to the Council that it wishes the Agreement to continue for an additional defined period of no less than 2 years with continued options for extension, each no less than 2 years.
- 2.3 If CTC gives notice in accordance with clause 2.2 this Agreement shall continue, subject to the provisions for earlier termination contained in the Agreement.
- 2.4 This agreement may be terminated at any time by either party giving at least 12 months' clear written notice to the other party. Either party may terminate immediately in the event of a breach which is not resolved via the dispute process in 9.
- 2.5 There will be a review point every 12 months during the initial term of this agreement to assess the viability of the full transfer of Services under the partnering agreement and any proposed variations. Each party shall consider, in good faith, any such transfer arrangements or proposed variations [but which shall not be binding on the parties unless expressly agreed by both of them in writing].

3 OBLIGATIONS OF THE COUNCIL

- 3.1 The Council:
 - 3.1.1 shall exercise all due skill, care and diligence in the performance of the Services and will carry out the Services in accordance with good industry practice, the Scheduled Work (as may be amended from time to time by agreement between the parties) and the terms of this Agreement;
 - 3.1.2 warrants and represents to CTC that it has all necessary authorisations, consents, licences, accreditations and corporate powers to enter into this Agreement and entry into and performance of its obligations under this Agreement will not conflict with or result in any breach of any law, regulation or contract or document binding on it;
 - 3.1.3 shall ensure all staff employed in the provision of the Services have the appropriate training for the services being delivered. Following termination of this Agreement the Council will still agree to train the staff but there will be an additional cost for this service in accordance with the Council's standard training rates applicable at the relevant time; and
 - 3.1.4 shall ensure all staff employed in the provision of the Services are provided with the appropriate uniforms as agreed by the Council and CTC prior to the commencement of this Agreement.

4 OBLIGATIONS OF CTC

- 4.1 CTC will work with the Council on the agreement of Scheduled Work .
- 4.2 CTC and the Council will ensure all Scheduled Works remain the priority of the Service and that any Reactive Works for CTC directly are not done at the detriment of scheduled works which form part of this Agreement.

5 PAYMENT FOR THE SERVICES

- 5.1 In consideration of the provision of the Services provided by the Council under this Agreement, including the provision of [all related] Management Services, CTC will pay

the fees noted in Schedule 2 in 12 monthly instalments payable in line with the Council's Sundry Debtors Policy.

- 5.2 Any Additional Works provided to CTC by the Council shall be charged on an ad-hoc basis, to be agreed in writing at the time. The Council shall not carry out any Additional Works except as agreed in advance in writing by the CTC.
- 5.3 CTC shall make payment in line with the Council's Sundry Debtors Policy.
- 5.4 The fees payable under this Agreement will be increased in line with the Council's salary increase, and the fee for management services will remain at 10% of the staffing fee.
- 5.5 All sums payable under this Agreement are exclusive of any applicable value added tax which will be added to each invoice at the applicable rate at the time and will be paid for by CTC.

6 VARIATION IN THE SERVICES

- 6.1 Should either party wish to significantly vary the Services delivered under this Agreement, each party's nominated representatives for the purposes of this Agreement shall meet to discuss in good faith such variations. Any significant agreed variations will be added to this Agreement as supplementary appendices.

7 REPRESENTATIVES AND PERFORMANCE MANAGEMENT

- 7.1 The Council and CTC shall each nominate a representative who shall be authorised to make decisions relating to the Services and this Agreement on their behalf.
- 7.2 Each party shall inform the other promptly of any change in the identity of its nominated representative during the course of this Agreement.

Initial Review Meetings

- 7.3 The parties' nominated representatives shall meet on a monthly basis for the first 6 months following commencement of this Agreement to discuss and review the working of this Agreement, ("Initial Review Meetings"). During these meetings, a review will be presented of all costs associated with the agreement for inspection by CTC.

- 7.4 **Ongoing Review Meetings** The parties' nominated representatives shall meet on quarterly basis following the Initial Review Meeting schedule to discuss and review the working of this Agreement in the preceding year and such other matters as the parties deem appropriate (an "Ongoing Review Meeting").

7.4.1 The Ongoing Review Meetings will include reviewing the Performance Measures as set out in Schedule Three.

- 7.5 **Annual Review Meetings** The parties nominated representatives shall meet on an annual basis, but this could form part of the Ongoing Review Meetings, to discuss fee adjustments as noted in 5.4 for the forthcoming year and viability of the transfer of the Services.

8 BREACH OF AGREEMENT TERMS

- 8.1 Should either party breach any of the terms of this Agreement in any material respect, and fail to rectify such breach within a 14 days of them becoming reasonably aware of their breach, the other Party shall be entitled to terminate with immediate effect.

- 8.2 Examples of the type of material breach that would cause such a breach as noted in 8.1 above include:

- 8.2.1 The town crew used to fulfil the Services being made redundant by the Council.
- 8.2.2 Continued or repeated failure to complete Scheduled Work at all or in accordance with the terms of this Agreement
- 8.2.3 A significant breakdown in communications between the Council and CTC that has not been resolved via the dispute resolution process.
- 8.2.4 More than 6 months of outstanding Fees.

9 RESOLUTION OF DISPUTES

- 9.1 If there is a dispute between the parties concerning any matter arising from or in connection with this Agreement, the parties will use reasonable endeavours to settle the matter in accordance with the dispute resolution procedure set out below.
- 9.2 Any dispute which has not been resolved between the nominated representatives within fourteen (14) days of the matter being raised, may be escalated by either party to the Head of Service or the Full Council", by notice in writing.
- 9.3 If following the escalation process in 9.2 the dispute remains unresolved within thirty (30) calendar days of a notice under clause 9.2, the parties will attempt to settle it by mediation in accordance with the CEDR Model Mediation Procedure. Unless otherwise agreed between the parties, the mediator will be nominated by CEDR. To initiate the mediation a party must give notice in writing to the other party to the dispute requesting a mediation. A copy of the request should be sent to CEDR. The mediation will start not later than twenty (20) days after the date of the ADR notice.

10 CONFIDENTIALITY

- 10.1 Except as otherwise provided under this Agreement, all confidential information, however recorded or preserved, communicated to one party by the other or learned by one party from the other, whether before or after the Agreement is in effect, shall be kept in confidence and shall be used for the purpose of this Agreement. Each party confirms to the other that all confidential information of the other communicated or learned before the date of this Agreement has been kept in confidence and used only for the purpose of this Agreement.
- 10.2 No confidential information, including without limitation, the provisions of this Agreement, shall be disclosed or used otherwise than for the purposes of this Agreement by the recipient party, its agents, sub-contractors, suppliers or employees without the prior written consent of the other party except:
 - 10.2.1 as may be necessary by reason of binding legal requirements which were involuntarily incurred;
 - 10.2.2 to the extent such confidential information is known (or becomes known) to the public otherwise than by a breach of the provisions of this clause 10;
 - 10.2.3 to the extent such confidential information has been independently developed by persons who have had no access to or knowledge of the confidential information of the disclosing party;

- 10.2.4 to the extent such confidential information has been received from a third party without a duty of confidence;
- 10.2.5 to the professional advisers (including bankers) of the recipient party in connection with the interpretation or operation of this Agreement or any dispute arising therefrom;
- 10.2.6 in accordance with the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or any amendment, addition to or replacement of the Act or the Regulations or
- 10.2.7 as may be required by any regulator.
- 10.3 This clause 10 shall survive the termination of this Agreement.
- 11 CONSEQUENCES OF TERMINATION**
- 11.1 Any equipment (with the exception of the vehicle) used in the provision of these Services shall remain the property of the Council upon termination.
- 11.2 This agreement envisages that subsequent to the commencement of this agreement, the identity of the provider of the Services (or any part of the Services) may change (whether as a result of termination of this agreement, or part, or otherwise) resulting in a transfer of the Services in whole or in part ("Service Transfer") to CTC or any third party supplier of the Services or services which are substantially similar to the Services ("Replacement Supplier"). If a Service Transfer is a relevant transfer for the purposes of the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("Employment Regulations") then, in such event, CTC or a Replacement Supplier would inherit liabilities in respect of those employees whose contract of employment will be transferred to CTC or a Replacement Supplier ("Transferring Employees"). Accordingly, on a Service Transfer the following provisions apply:
- a. the Council shall perform and discharge all its obligations in respect of all the Transferring Employees and their representatives for its own account up to and including the date upon which the Services or any part of the Services for whatever reason transfer from the Council to CTC or a Replacement Supplier ("Service Transfer Date"). The Council shall indemnify CTC and any Replacement Supplier in full for and against all claims, costs, expenses or liabilities whatsoever and howsoever arising, incurred or suffered by CTC or any Replacement Supplier including without limitation all reasonable legal expenses and other professional fees (together with any VAT thereon) in relation to:
 - i. the Council's failure to perform and discharge any such obligation (save where such failure is caused by a failure by CTC or a Replacement Supplier);
 - ii. any act or omission by the Council on or before the Service Transfer Date or any other matter, event or circumstance occurring before the Service Transfer Date;
 - iii. all and any claims in respect of all emoluments and outgoings in relation to the Transferring Employees (including without limitation all wages, bonuses, PAYE, National Insurance contributions, pension contributions and otherwise) payable in respect of any period on or before the Service Transfer Date;
 - iv. any claim made at any time by any employee of the Council other than the Transferring Employees who claim to have become an employee of or have rights against CTC by virtue of the Employment Regulations.
 - b. the Council shall indemnify CTC and any Replacement Supplier in respect of any

claims arising from any act or omission of the Council in relation to any other Council employee who is not a Transferring Employee during any period whether before, on or after the Service Transfer Date.

- c. the Council shall provide CTC with all information required by Regulation 11 of the Transfer Regulations together with all contractual information relating to the Transferring Employees and shall warrant that such information is true and accurate at the date of provision and shall keep such information updated until the Service Transfer Date.
- d. the Council shall not, following notice of termination of this agreement, reassign any employees who are assigned to the Service for the purpose of the Employment Regulations nor make any changes to those employees' terms and conditions.
- e. CTC shall indemnify the Council against all claims arising from CTC's or the Replacement Supplier's failure to perform and discharge any obligation and against any claims in respect of any Transferring Employees arising from or as a result of:
 - i. any act or omission by CTC or the Replacement Supplier relating to a Transferring Employees occurring on or after the Service Transfer Date (save where any act of omission before the Service Transfer Date is caused by a failure by the Council); and
 - ii. all and any claims in respect of all emoluments and outgoings in relation to the Transferring Employees (including without limitation all wages, bonuses, PAYE, National Insurance contributions, pension contribution and otherwise) accrued and payable after the Service Transfer Date.
- f. The parties shall co-operate to ensure that any requirement to inform and consult employee representatives in relation to any relevant transfer as a consequence of a Service Transfer will be fulfilled.

- 11.3 CTC must obtain adequate insurance for the provision of the Services upon termination and may wish to seek independent advice in relation to the level of insurance required.

12 INSURANCE

- 12.1 The Council shall maintain policies of insurance (and produce certified copies to CTC on request together with satisfactory evidence of their existence and renewal) in respect of any insurances which the Council is obliged to carry under any applicable laws, including (without limitation) insurance against public liability (which covers, without limitation, damage to property) to a maximum of £25,000,000 and employers liability to a maximum of £25,000,000.

- 12.2 This clause 12 shall not be deemed to limit in any way the Council's liability under this Agreement.

13 COMPLIANCE WITH LAWS AND REGULATIONS

The Council warrants that it will comply in all respects with all applicable laws and relevant regulations.

14 DATA PROTECTION

- 14.1 The Council warrants that it will comply with each of the provisions of the Data Protection Act 1998 (the "Act") and GDPR as amended or replaced from time to time, as if it were a

data controller, including without limitation the data protection principles set out in Schedule 1 to the Act.

- 14.2 CTC warrants that upon expiry of this Agreement it will maintain the same levels of compliance with the Act as noted in 13 and 14.1.

15 STAFF

- 15.1 The Council shall:

15.1.1 Monitor the level and validity of the pre-employment checks for each member of staff;

15.1.2 Not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk; and

15.1.3 Share any pre-employment checks or risk assessment in respect of any member of Staff who will be delivering the services to CTC.

15.1.4 Shall ensure that CTC, where possible, are involved in the recruitment process of staff who will be delivering the Services,

15.1.5 Shall only provide additional staff to cover existing staff absence in exceptional circumstances.

15.1.6 Shall ensure staff are provided with appropriate personal protective equipment, branded in agreement with CTC, and the costs for such equipment to be shared equally between both parties.

- 15.2 The Council warrants that at all time for the purposes of this Agreement it has no reason to believe that any person who is or will be employed or engaged by the Council in the provision of Services is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 and any regulations made thereunder, as amended from time to time.

- 15.3 It is anticipated the town team will include a Team Leader and one operative. All staff will be employed and paid in line with the Council's usual terms and conditions. Staff will be subject to all Council policies in relation to behaviour, compliance and standards.

- 15.4 Staff will be monitored by MCC representative on a day to day basis until the expiry or termination of the Agreement.

- 15.5 The Council will include CTC in the recruitment and performance management process but the employees will be subject to Council policies and procedures.

16 ASSETS

- 16.1 All assets, including vans and equipment shall remain the sole property of the MCC

17. WELFARE FACILITIES

The Council (MCC) will provide welfare and lockup facilities.

18. GOVERNING LAW

This Agreement shall be subject to and constructed and interpreted in accordance with the law of England and Wales as applied in Wales and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

Signed on behalf of CALDICOT TOWN
COUNCIL by:



Authorised signatory

Signed on behalf of MONMOUTHSHIRE)
COUNTY COUNCIL by)



Authorised signatory



SCHEDULE 1

SCHEDULED SERVICES and REACTIVE WORKS

- o Monday early morning (as early as possible) - 4hrs
- o Tuesday early morning – 2hrs
- o Wednesday early morning – 2hrs
- o Thursday early morning – 2hr
- o Friday later afternoon (as late as possible) – 2hr
- Areas to be covered....
- o Alongside Town Council building and playing fields,
- o extending across to Monarch Court/Newport Road,
- o including pathway adjacent to the guide hut;
- o Town Centre;
- o walkway along bargain booze, aldi, library, jubilee way car park, asda;
- o footpath alongside guide hut (leading to Longcroft road);
- o Church Road/Cross regeneration area.
- Weed management
- Monthly review, Clerk, Mayor, Nigel Leaworthy and team for first 6 months – councillors to report any issues directly to the Clerk. MCC will monitor.

SCHEDULE 2

THE FEE

- 1 The Fee shall be as follows and subject to review in accordance with the terms of this Agreement ;

Element		
Element		Total cost (£)
Band D Team Leader x1 salary costs.		£26,195.40
Band D Team Leader x1 NI & Superann costs		£7,858.62
Band C Operative x 1 Salary Costs		£23,915.85
Band C Operative x 1 NI, Superann costs		£7,174.76
Estimated costs for 3.5 tonne tipper vehicle including maintenance and fuel		£10,250.00
Subtotal		£75,394.63
MCC Supervision and Management at 10% of total staff costs		£6,514.46
Total		£81,909.09

Equates to £44.30 per hour for two operatives and vehicle

Therefore: -

12 hours, (eg 24 operative hrs) per week would equate to £531.00/£27643.20 year

Annual Fee for CALDICOT Town Council:

12 (2) operative hours per week based on x2 operatives and vehicle @ £44.30 per hour :
£531.00 per week or £27'643.20 per year

2 The Fee shall be paid in twelve equal monthly instalments.

14

14

14

14

14

SCHEDULE 3
PERFORMANCE MEASURES

KPI	Description	Target	Actual Performance	Commentary
Customer Service & Quality				
Visits carried out on time and successfully	Visits should be undertaken in accordance to the schedule provided by the contractor on a quarterly basis	90%		
Town Areas to be spot-checked by the contractor	Sample spot checks to be undertaken by an appropriately qualified supervisor and the results reported back to Town Clerk	10%		
Complaint resolution – on time	Complaints should be dealt with within the timescales set out in the contract.			
Complaint resolution – outcome	% of complaints successfully resolved by the contractor	100%		
Health and Safety				
Near miss incidents involving the Town Team wand/or members of the	Records to be kept of near miss incidents that happen within Town Area to ensure the appropriate controls	N/A	N/A	

public	and learning are put into place			
Adverse event incidents involving the contractor staff and/or members of the public	Records to be kept and Town Clerk to be immediately notified of any incidents causing harm to contractor staff and/or members of the public. This includes; unacceptable behaviour from members of the public	N/A	N/A	



Caldicot Town Council
The Clerk
Caldicot Town Council Offices
Sandy Lane
Caldicot
Monmouthshire
NP26 4NA

INVOICE	Invoice Number 70267958	Invoice Date 29/10/2025
Customer Reference 100233	Customer Name Caldicot Town Council	
Contact Number	Contact Name David Cox	

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT IN GBP
Annual Contract: Charge for Towns cleansing and sweeping Towards Manual Sweeping	1.00	30,499.85	30,499.85

Immediate Payment is Due
Please see below for payment details

Net Amount 30,499.85
VAT Total 6,099.97
Total Amount in £ 36,599.82

VAT Reg No GB 655 5436 19

Invoice Number 70267958

*VAT charged at Standard Rate where applicable

Payment can be made by the following methods:-

Direct Debit - The fastest and most efficient way to pay. Please contact the Sundry Debtor Team on 01633 644350 for details.

By Telephone - Debit and Credit Card payments are accepted by this method by telephoning 0800 0237406 (Select option 4, Council Invoices reference 7). This facility is available 24 hours a day, 7 days a week. Ensure you quote the invoice number and have your Debit and Credit Card details at hand when telephoning.

Online - Payments can be made by Debit and Credit Card by using our online secure payment website www.civicaepay.co.uk/MonmouthshireEstore/estore, Product & Service tab (Council Invoices Ref 7). You will need to quote the invoice number and have your Debit or Credit card details at hand.

Bank Transfer - You can make payment by this method if you have internet banking or telephone banking with your bank account. Please instruct your bank to make payment to the Council's Bank Account: (Sort code 20-18-23 Account number 13996565) and quote the invoice number.

N.B. INVOICES CAN BE ISSUED VIA E-MAIL. Please contact us at sundrydebtors@monmouthshire.gov.uk if you wish to use this service.

Please allow 24 Hours after the date of the invoice before making payment.

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

Committee: FULL COUNCIL

Date: 9 December 2025

Title: Community Council Precept

Purpose of Report

To notify Monmouthshire County Council (MCC) how Caldicot Town Council would prefer the Precept to be paid for 2026-27

Recommendation:

Members **Resolve** that they would like to be paid the Precept for 2026-27 in ONE/THREE Payment(s)

Background:

1. Each year MCC requests that Community and Town Councils provide an indication of how they would like the Precept to be paid. You will see from the details below that they require a response by of January.

Under Council Tax regulations, Monmouthshire County Council is required to consult and determine the dates upon which Community Council precepts should be paid to Community Councils, for the forthcoming 2026/27 financial year. Historically payments have been made in three instalments at the end of April, August and December.

The County Council wishes to consult with Community Councils on the following options:

1. *Having one annual payment on the last working day in April*
2. *Having three equal instalments at the end of April, August and December*

For administrative purposes it is not possible to offer alternative payment dates for different Community Councils. The intention is therefore to recommend the majority opinion for decision to the Cabinet Member for Resources.

If you wish to comment on the proposed payment dates please send your response to me, at the email address below, by the 7th January 2026.

If I do not hear from you I will assume that you are happy to continue with the current payment arrangement of three instalments.

2. Last year members provided me with an indicative decision on this matter as the timing of the request was such we had no meetings. It is for you to decide how you wish to receive the payment.

Report

3. There should not be any real administrative reason why the requirements from each Community and Town council cannot be accommodate since this has been dealt with in other authorities according to the wishes of the council. In fact once a payment has been made no further payments are required to those councils who have received their payments thus saving administrative time.
4. There will almost certainly be a consideration for MCC that the interest that accumulates when payments are split into three are better served by them holding onto the sums of money. They will be using some of this to chase non or late payers of the precept, however members of this council might consider that as the Precept is the amount paid by each of the households in the community, that any interest on this should be used directly for the community.
5. Ultimately it is for this council to indicate how they wish the Payment to paid, whether MCC choose to do it at this time is another matter.

Proposed Resolution

6. Members **Resolve** that they would like to be paid the Precept for 2026-27 in ONE/THREE Payment(s)
7. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin
Town clerk
December 2025

Committee: Full Town Council (P&R)

Date: 9th December 2025

Title: Allotment Grant Update

Purpose of Report

To provide an update regarding the allotment grant from Welsh Government that was applied for in June 2025.

Background:

1. In June 2025, we were informed that an allotment grant was available from Welsh Government via MCC. We were unable to consult with members of the Allotment Working Group as we had two working days from being informed of the grant to the submission deadline.
2. The main objectives of the application grant were to improve allotment site security and biodiversity, with the main focus on site security.
3. A copy of the allotment grant application has been attached as **App 10a**. A summary of the objectives is as follows:
 - a. Galvanised fencing for Sandy Lane to replace the whole of the fencing from the entrance gate all the way down the footpath leading towards the M48 tunnel.
 - b. The fencing at Sandy Lane could be designed so that the entrance is set back, exposing the secluded fly-tipping area in the hopes of deterring people from fly-tipping. This will also improve the parking area by providing more space.
 - c. The repositioning of the fencing will allow space for an environmentally friendly mini nature reserve area to be installed with the aim of providing giant outdoor insect homes and inviting local school children to visit the mini nature reserve for educational purposes regarding biodiversity and the environment. There could also be an information stand included to inform children of the species that can be found there.
 - d. A palisade gate to replace the gate at Oakley Way so that it is similar to that of Sandy Lane and KGVPF.
 - e. Provision for CCTV to be installed across the three sites, however this would be a long term process.
 - f. Additional water butts to provide more water for those at Oakley Way with low water pressure.

- g. Noticeboards to be installed at the three sites to provide information such as planting tips and guidance, how to apply for allotments etc. and it would be an efficient means of communicating with the allotment holders as opposed to notices on the gates that are often damaged by the weather.
 - h. Lastly, I included a bid for the current vacant plots to be cleared and the bindweed at Sandy Lane plots 2-6 to be addressed.
4. The total bid amounted to £71,600.

Report:

- 5. Welsh Government have confirmed the allocation of funding towards Caldicot Town Council for the establishment or improvement of allotment plots via the Allotment Support Grant. The estimated allocation is £7,000, approximately 10% of the requested grant.
- 6. The funding is released in arrears and is condition upon sufficient evidence that the works have been completed and have met the objectives of the funding award.
- 7. The deadline for project completion and claim is early March 2026 and therefore we do not have the time to bring this back to the Allotments Working Group for then ratification by Full Town Council.
- 8. I have consulted with Rob Lewis regarding the fencing at Sandy Lane. He suggested palisade fencing, similar to that surrounding KGPVF play area, because if one singular panel breaks, it can be replaced as opposed to needing to replace the whole section. He also advised against wooden fencing as this will require maintenance and treatment of which would be extremely expensive for a fence of that size.
- 9. Initial enquires suggest that 200m of palisade fencing alone for Sandy Lane will cost approximately £9,000. This excludes the additional materials such as postcrete and labour. A palisade entrance gate to Oakley Way would cost approximately £3,000. Giant insect homes would cost approximately £400 - £700.
- 10. Members are asked to consider the expenditure of the Allotment Support Grant awarded by Welsh Government and agree how the grant should be spent, noting that the deadline for the work to be completed and the claim to be submitted is early March 2026.

Proposed Resolution

- 11. Members **noted** the report.
- 12. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Lucy Wallington
Administrative Officer
Dec 2025

Allotment grant expression of interest form (2025/26)

Basic details

Allotment group and location: Sandy Lane Allotment – Sandy Lane, Caldicot, NP26 4NJ

Oakley Way Allotments – Oakley Way, Caldicot, NP26 4DZ

KGVPF Allotments – Newport Road, Caldicot, NP26 4BR

Main contact: Lucy Wallington

Project title: Caldicot Allotment Security, Biodiversity and Eco-friendly

We are having increasing security issues with all three allotment sites in Caldicot. This has resulted in complaints from allotment holders about the theft of equipment and produce from the allotments, not to mention concerns regarding their safety. These have been reported to the police and whilst there is an increase in vigilance it has not stopped the occurrences.

As a result we have been asked by the allotment holders in the Allotment Working Group meetings for the Council to improve the security of the 82 plots across three sites that we have.

The approximate perimeter for each allotment is:

Oakley Way 300 metres

King George V Playing Field 150 metres

Sandy Lane 400 metres

We will therefore be looking for a total of 900 linear metres of galvanised fencing plus one palisade gate per allotment site. This is going to be a long term project with eventually CCTV being installed across the three allotment sites. This enhanced fencing will also enable the site entrance of Sandy Lane to be repositioned and set back slightly, as currently there is a secluded area on the allotment site adjacent to the entrance that is used as a fly-tipping area from members of the public. The objective is that the new fencing and palisade gate will be set back from the current boundary, exposing the secluded area and hopefully deterring the fly-tipping. This will also provide more parking for the allotment holders which is already limited.

In addition, there is an unused area of land at Sandy Lane allotments that Town Council would like to convert into a mini nature reserve, by providing pollinators and insect house. The plan would be to advertise this area to the local schools in order for children to learn about biodiversity and wildlife. An information stand would also be provided to inform children of the species and native plants that can be found there.

Furthermore, there have been numerous complaints regarding the low water pressure on the left hand side at Oakley Way. It has been requested that additional water pipes are installed under the ground with additional water taps. There are many disadvantages of hose watering and therefore the installation of additional water butts is needed to reduce water wastage.

As well, requests have been made for noticeboards to be installed at the allotment sites to provide information to the allotment holders regarding goings on and planting tips. There would also be information provided to encourage people to apply for allotments and to provide planting guidance.

Finally, there are also a number of vacant allotment plots that need clearing before they can be let out. The Town Council are a small team of six people with only two being full-time and therefore do not have the means to clear the plots themselves. This work is contracted out at a charge of £200.00 clearance per plot.

The numbers

Please fill in the table as best you can. It doesn't matter if the numbers and costs are estimates. There are some examples below to give you ideas of what each objective could involve.

Funding objective	Number of plots affected	Estimated cost (£)
Create new plots	1	£4,000
Bring derelict plots back into use	10	£2,000
Improve accessibility	n/a	n/a
Improve site services	10	£500.00
Improve site security	82	£60,000
Improve site management	82	£3,600
Increase recycling/renewability	n/a	n/a
Increase biodiversity/pollinators	50	£1500
Total number of plots affected		

Examples

Funding objectives	Examples, but not restricted to:
Creation of new plot	purchasing or re-purposing land, splitting full sized plots (where plausible)
Bringing a derelict plot back into use	site clearance, re-fencing
Improving accessibility	improving pathways, plots with adjacent parking for less abled users (sustainably drained)
Improving site services	Shared sheds or tools, water
Improving site security	fencing, lockable sheds, CCTV/security lighting if necessary
Improving site management	easy access to site manager, web page, easy to apply
Increase recycling / renewability	recycling point, water collection, waste management
Increase biodiversity / pollinators	planting guides, site pond, info on invasive non-native species

Committee: FULL COUNCIL

Date: 9 December 2015

Title: Proposed Future Energy Llanwern Solar Project

Purpose of Report

Members to consider the consultation report

Recommendation:

Members **RESOLVE** that this should be passed to the Environment and Climate Change Working Group for their consideration and for them to make a response on behalf of the Town Council.

Report:

1. We have received the email below from Future Energy Llanwern in respect of the Consultation that will be running into a Solar Project.

I am writing on behalf of Future Energy Llanwern Limited ("the Applicant") to notify you of the statutory consultation for the proposed Future Energy Llanwern Solar Project ("the Project"), being undertaken in accordance with Section 42 of the Planning Act 2008.

Please find attached a formal consultation letter outlining the details of the Project and the consultation process. The Project is a proposed Development Consent Order (DCO) application for a ground-mounted solar photovoltaic (PV) installation located within the counties of Monmouthshire and Newport, designed to deliver approximately 380 MW of renewable electricity annually.

The statutory consultation will run from Wednesday 10 December 2025 to 11.59pm on Saturday 15 February 2026.

*Consultation materials, including the Statement of Community Consultation (SoCC), Preliminary Environmental Information Report (PEIR), and project overview documents, are available to view and download at:
www.futureenergylanwern.co.uk/project-document*

As part of the consultation, public events will be held in community venues surrounding the proposed site. The Project spans both Monmouthshire and Newport Local Authority boundaries, however the most suitable venues with availability fall within the Monmouth Local Authority boundary. We have therefore arranged events at locations that could accommodate the consultation, ensuring accessibility and compliance with statutory requirements. We welcome attendees from across the neighbouring communities at all events, in addition to our online webinars.

You are invited to submit feedback on the proposals via any of the following methods:

- **Email:** enquiries@futureenergyllanwern.co.uk
- **Online feedback form:** <https://futureenergyllanwern.participatr.io>
- **Post:** FREEPOST FEL SOLAR FARM (no stamp required)

Please ensure that any responses are submitted by the deadline of 11.59pm on 15 February 2026. Responses received after this date may not be considered.

If you have any questions or require further information, please do not hesitate to get in touch.

2. As you will observe there is a clear window in which representations should be made. Members may wish to consider this matter at this meeting, the Town Council P&R meeting in January or they may feel that it is more appropriate for the discussion to take place at the Environment and Climate Working Group and delegate to them authority to respond on behalf of the Town Council as this is clearly a matter which falls under their remit.
3. The attached appendices to this report, App12A and App12B contain more information.

Proposed Resolution

4. Members **RESOLVE** that this should be passed to the Environment and Climate Change Working Group for their consideration and for them to make a response on behalf of the Town Council.
5. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin
Town clerk
January 2025



Hailstone House
Hailstone Hill
Nr Cricklade
Wiltshire
SN6 6HF

Future Energy Llanwern Solar Project - Statutory Pre-Application Consultation (10 December 2025 – 15 February 2026) under Section 42 of the Planning Act 2008 Regulation 3 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (“the APFP Regulations”), and Regulations 11 and 13 of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (“the 2017 Regulations”)

We are writing to consult with you on the proposed application for Future Energy Llanwern Solar Project (“the Project”). Future Energy Llanwern Limited (“the Applicant”) intends to apply to the Secretary of State for Energy Security and Net Zero for a Development Consent Order (“DCO”) under Section 37 of the Planning Act 2008 (“the Act”) for the construction, operation and decommissioning of the Project.

Project Description

The Project will involve the construction of ground-mounted solar photovoltaic (PV) modules, to be located within the counties of Monmouthshire and Newport. Future Energy Llanwern is a major renewable energy project that will generate clean electricity from solar power. It is designed to deliver approximately 380MW of zero-carbon electricity each year, enough to supply around 108,000 homes.

The scheme has been carefully designed to minimise visual and environmental impact. The Project will connect directly to the existing Whitson Substation, helping to support local grid stability and contributing to Wales’ and the UK’s renewable energy targets. The Project requires an Environmental Impact Assessment (“EIA”) for the purposes of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017. The Applicant has prepared a Preliminary Environmental Information Report (PEIR) to help you understand the likely effects of our proposals on the environment. An Environmental Statement will be prepared and submitted as part of the DCO application.

Further information can be found in the consultation materials referred to below.

Consultation Materials

www.futureenergyllanwern.co.uk

The Applicant draws your attention to the information on the project website (available here: www.futureenergyllanwern.co.uk) and the Statutory Consultation documents (available here: www.futureenergyllanwern.co.uk/project-document/) which will be available from Wednesday 10th December 2025 up to the close of the consultation.

Please find enclosed a copy of the notice which publicises the Statutory Consultation, as required by Section 48 of the Act. This includes further details of how to obtain copies of the consultation materials, together with other relevant information including the consultation events taking place.

Consultation

As part of the DCO process, the Applicant is required to carry out pre-application consultation in accordance with section 42 of the Act. We would be grateful for your views on the consultation material to help inform and further refine our proposals.

The Applicant will undertake the consultation in accordance with the Act and the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 and will include:

- Prescribed bodies, host and neighbouring authorities, and any persons with an interest in the land affected by the Project under section 42 of the Act;
- Affected local communities under section 47 of the Act; and
- General publicity under section 48 of the Act.

The statutory consultation commences on 10 December 2025 and will close at 11.59pm on 15 February 2026. Please see below for information on how to view and comment on the Project.

Responding to this consultation

Any consultation responses must be received no later than 11.59pm on 15 February 2026. Responses received after this time may not be considered.

There are several ways to submit responses:

- Post your response to: FREEPOST FEL SOLAR FARM (no stamp or further address details needed on the envelope)
- Email your response to: enquiries@futureenergyllanwern.co.uk
- Complete the online feedback form at: <https://futureenergyllanwern.participatr.io/>

Responses should include an indication of who is making the response and their correspondence address. Responses will be summarised in a consultation report that will form part of the application documents for the DCO. Please note that responses may be published. Personal details will be held securely and used solely for purposes in connection with the pre-application consultations, DCO application process, assessment and determination of the application and otherwise in connection with the further development of the scheme. Personal details will not be disclosed to any third parties except where the Applicant is required to do so by law (e.g. where required to respond to a formal Freedom of Information Act request).

We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, which appears to read "Peter Vyvyan-Robinson". The signature is written in a cursive style and is positioned above a horizontal line that ends in an arrow pointing to the right.

PDC Vyvyan-Robinson

Director

Future Energy Llanwern Limited

Future Energy Llanwern Solar Project

The Planning Act 2008 – Section 48

Regulation 4 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 and Regulation 13 of the Infrastructure Planning (Environmental Impact Assessment 'EIA') Regulations 2017.

Notice Publicising a Proposed Application for a Development Consent Order for the Future Energy Llanwern Solar Project

Notice is hereby given that Future Energy Llanwern Limited of Hailstone House, Hailstone Hill, Nr Cricklade, Wiltshire, United Kingdom, SN6 6JP (the 'Applicant') intends to submit an application (the 'Proposed Application') to the Secretary of State for Energy Security and Net Zero (the 'SoS') for a Development Consent Order ('DCO') under section 37 of the Planning Act 2008 (the '2008 Act').

Summary of the Project

The land required for the Project (the 'Project Site') is located south of the Llanwern Steelworks within the administrative boundaries of Newport City Council and Monmouthshire County Council. The site area is approximately 548 hectares.

The Project comprises the construction, operation, maintenance and decommissioning of a ground mounted solar park with an intended design capacity of approximately 380MW (megawatts) of alternating current (AC) capacity. The Applicant has accepted a grid connection offer from National Grid to feed into the grid via the existing Whitson Substation.

The Project Site will be connected to the substation via underground cable. Flexibility in panel design is required to accommodate expected future technology developments as technology continues to evolve and become more efficient.

The Proposed Application for the Project comprises the following key physical elements:

- Solar photovoltaic (PV) modules;
- PV module mounting structures;
- Inverter units;
- Transformers;
- High voltage (HV) switchgear and control equipment;
- Onsite cabling;
- Substation and transformer housing;
- Grid connection infrastructure;
- Fencing and security measures;
- New access tracks and bridges over reens and ditches;
- Upgrades to existing access tracks;
- Temporary construction compound; and

- Environmental enhancements.

The proposed DCO will authorise (among other things), if required:

- the compulsory acquisition of land and/or rights in, on, under or over land required for the Project, as well as rights authorising the temporary occupation of land for the Project;
- the extinguishment and/or overriding of easements and other rights over or affecting land required for the Project;
- the application and/or disapplication of legislation relevant to the Project;
- the diversion of or temporary stopping up of public footpaths during construction works;
- and such ancillary, incidental and consequential works, provisions, permits, consents, waivers or releases as are necessary and convenient for the successful construction, operation and maintenance of the Project.

EIA Development

The Project is an Environmental Impact Assessment development as defined by the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the 'EIA Regulations') and an Environmental Statement ('ES') will form part of the Proposed Application. The Applicant has notified the SoS in writing under Regulation 8(1)(b) of the EIA Regulations that it intends to provide an ES in respect of the Project. The ES will provide a detailed description of the Project and its likely significant environmental effects. Information compiled so far about the Project's likely environmental impacts is contained in a Preliminary Environmental Information Report ('PEIR') and summarised in a Non-Technical Summary, both of which form part of the consultation material.

Consultation on the proposals will take place from **10 December 2025 to 15 February 2026** (the 'Consultation Period'). Responses must be received no later than 11:59pm on 15 February 2026 and responses received after that date may not be considered.

The consultation documents show the nature and location of the Project and will include plans, maps, and the PEIR and its Non-Technical Summary, among other documents ('the Consultation Documents'). The Consultation Documents are available to view or download free of charge from (www.futureenergyllanwern.co.uk) (the 'Project Website') throughout the duration of the Consultation Period, from 10 December 2025 to 11:59pm on 15 February 2026. The Consultation Documents can be accessed under the 'project documents' tab and will be made available until 11:59pm on 15 February 2026.

How to view the Consultation Documents

All Consultation Documents will be available online to view on the Project website (www.futureenergyllanwern.co.uk). A hard copy of the consultation material can also

be supplied, but there will be a reasonable charge to cover the printing and posting costs associated with the PEIR. Upon request, all documents can be made available in alternative formats, such as large print and alternative languages. To request copies of the Consultation Documents, please contact the Applicant using the e-mail address, postal address or telephone number provided at the end of this notice.

Hard reference copies of the consultation brochure and the SoCC will also be available to view free of charge at the locations listed below during the Consultation Period.

Location	Address	Standard opening hours (subject to change)
St Mary's Church Magor	Magor Square, Magor, Caldicot NP26 3EP	Monday to Sunday: 9am to 4pm
St Thomas' Church Redwick	3 Church Row, Caldicot NP26 3DE	Monday to Sunday: 9am to 4pm
St Mary's Church Undy	Church Rd, Caldicot NP26 4HN	The second Sunday of every month: 9:30am to 12pm
Redwick Village Hall	Church Row, Caldicot NP26 3DE	Redwick Village Hall does not have set opening times. Specific opening times can be obtained by contacting info@redwickhall.org.uk . The Hall is generally open 6-9pm on Friday evenings.

The opening times of these venues are dependent on and are governed by the venues. Please contact the venue before visiting.

When providing your response, please include your name and address or, if you would prefer your comments to be anonymous, your postcode only. Please also confirm the nature of your interest in the Project. Comments and representations may be submitted in the following ways:

Feedback Questionnaire: Complete or download the Feedback Questionnaire at the consultation hub <https://futureenergyllanwern.participatr.io/>; or it can be completed and left at one of the Consultation Events; or by request from the project team either at events or via phone or email.

By email or post: Completed Feedback Questionnaires, and any other comments, can be emailed to enquiries@futureenergyllanwern.co.uk or returned by post (no stamp required) to FREEPOST FEL SOLAR FARM.

Responses must be received by the Applicant by no later than 11:59pm on 15 February 2026. The Applicant will consider and have regard to all responses when developing the proposals for the Project once the consultation has closed. Responses will be reported in a Consultation Report which will form part of the Proposed

Application. This will be taken into consideration by the Planning Inspectorate when deciding whether the Application can be accepted for examination. Therefore, in providing any comment, it should be noted that the substance of it may be communicated to others as part of the Consultation Report.

Personal data supplied to the Applicant in response to this consultation will be treated confidentially and processed and handled in accordance with the Data Protection Act 2018 and the UK GDPR. The information may be disclosed to or shared with the Applicant's connected companies, agents, contractors and advisors who provide services to the Applicant in connection with the preparation of an application for development consent under the 2008 Act. This will allow the Applicant to fully consider the responses and use them in the preparation of application materials. Upon submission of the Proposed Application, the SoS may require the Applicant to supply copies of all consultation responses received. If a request is made, the Applicant is under a legal obligation to supply such copies. By submitting a consultation response to the Applicant, you understand that we may supply a copy of your response to the SoS via the Planning Inspectorate if required.

How to contact us

If you have any questions about this notice, the consultation, or the Project, please contact the Applicant by using one of the contact methods provided below:

Email: enquiries@futureenergyllanwern.co.uk

Telephone: 0800 783 5601

Postal address: FREEPOST FEL SOLAR FARM (no stamp needed)

December 2025

Committee: Full Town Council (P&R)

Date: 9th December 2025

Title: Community Garden Update

Purpose of Report

To provide a concluding update regarding the Community Garden.

Background:

1. In June 2024, the Deputy Clerk was successful in securing a grant from the National Lottery Heritage Fund in partnership with Welsh Government for £41,152.00.
2. During the project, it was identified that the original grant figure requested included payment for VAT on items that would be purchased. As the Town Council are VAT registered and claim VAT, the VAT figure had to be removed. This total was then amended from £41,152.00 to £35,865.00.
3. The purpose of the grant was to transform a previously vacant green space into a thriving environment for wildlife and nature. The main objectives of the garden were to promote and encourage horticulture, biodiversity and community engagement.
4. Council granted delegated powers to Officers to complete the garden project to allow for work to be completed in a timely manner.
5. The deadline for the project completion and submission was extended to Friday 17th October 2025.
6. The garden officially opened on Friday 15th August 2025 by the Mayor of Caldicot, Cllr Maxine Mitchell.
7. The full background of Caldicot Community Garden can be found in **App 13a Evaluation Report**.

Report:

8. More information regarding the project finance, procurement, biodiversity, horticulture, community engagement and garden impact can be found in **App 13a Evaluation Report** and **App 13b Completion Report**. A summary of the points are as follows:
9. We have seen an increase in the amount and variety of wildlife that has been visiting the garden since its implementation. The wildlife camera in the garden captures regular activity of hedgehogs, which we believe there to be at least three of them that have taken up residence. Enrichment has been provided for all types of wildlife, including shelter, food and watering stations in order to enhance their natural habitat and provide a safe environment for them.

10. Throughout the process we endeavoured to use local materials, craftsmen and businesses where possible and managed to achieve this on all on the major structures and big spends. This includes pathway benches, picnic tables, wheeled planters, trellis planters, bin storage, an information lectern, herb planters, shed and gates. The closest material sourced was the wood for the pathway benches, which came from Wentwood Forest only six miles away. Sustainable and recycled materials were used where possible and the predominant material used throughout the garden and its structures was wood.
11. Accessible options were always accounted for and there is one picnic bench with an accessible attachment that can be removed should space for a wheelchair be needed.
12. Sustainability was always at the forefront of decisions. Fruit and vegetables will be grown using organic methods to minimise environmental impact and promote sustainable food production. Composting areas and water butts are included to recycle rainwater and recycle green waste in order to reduce water consumption and waste.
13. We have had Red Robins Nursery, Ysgol Gymraeg Y Ffin and Caldicot School visit the Community Garden already and participate in planting vegetables and learning about wildlife. The goal is to be able to donate the vegetables, herbs and fruit that have been grown in the garden to the Caldicot Food Bank to provide fresh, local home-grown produce.
14. Updating financial expenditure continuously throughout the project enabled efficient monitoring of the finances. The whole project came in under budget at £34,853.05 which was £1,011.95 under the total amount of £35,865.00.

In the grant application it was specified that £1,000 would be used to offer free wildlife and gardening workshops to the community. Despite efforts to organise workshops, we were unable to secure any courses that could be held at the Community Garden. This £1,000 was allocated in the budget and untouched, therefore if that is taken out of the equation, the total project was only £11.95 under budget.

Total Amount Awarded = £35,865.00

Total Spent = £34,853.05

Total Remaining = +£1,011.95

15. Going forward, there will be a maintenance cost involved for the Community Garden. This will go towards wildlife food, vegetable seeds, replacement of shrubs that fail and further concepts such as additional educational signage regarding wildlife and biodiversity, especially around the wildlife houses.
16. Overall, the Community Garden has created an inviting and natural environment that supports native wildlife. Despite the challenges that were faced, the garden has had positive impact on biodiversity, which is evident from the increase in wildlife that it has attracted and the numerous different species that have been identified. The garden is starting to grow and thrive, with hedgehogs, bees, butterflies and birds amongst other animals and insects, enjoying the enrichment that it has to offer. It has provided educational

AGENDA ITEM 13

opportunities to schools and nurseries regarding biodiversity and cultivation, whilst also enhancing well-being. In time, we hope that it will produce food which will be provided to the local foodbank. It has been well received with positive comments from the community and we will endeavour to ensure that the garden continues to develop and evolve in order for the garden to remain a valuable community asset to both people and nature.

Proposed Resolution

17. Members noted the report.

Lucy Wallington
Administrative Officer
December 2025

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



Community Garden Evaluation Report

Introduction

Caldicot Community Garden was established to transform a previously vacant green space into a thriving environment for wildlife and nature. The main objectives of the garden were to promote and encourage horticulture, biodiversity and community engagement. The garden officially opened on Friday 15th August 2025 by the Mayor of Caldicot, Cllr Maxine Mitchell. Since it's opening the garden has had a positive impact on the community with frequent visits from members of the community and local schools.

This evaluation report will assess the garden's impact on biodiversity and gardening education, while identifying opportunities for future growth and improvement.

Process

The grant for the community garden was awarded in June 2024 with a total amount of £35,865.00 excluding VAT. One of the first spends was used to form a pathway, with the Town Council opting for a recyclable permeable material as opposed to a gravel dust path. It soon became apparent that allowing Council to make decisions regarding the community garden project would be time consuming due to the governance protocols. Therefore, the decision was made by Council to grant delegated powers to Officers, meaning that the garden could be developed without the need for permission allowing the work to be completed in a timely manner. Due to an ever increasing workload and staff absences, the community garden project was picked up by another Officer in April. Unfortunately, this set back left limited time to procure and install items to develop the garden to a high standard to optimise its efficiency. As a result, a two month extension was requested which was, thankfully, granted.

Unfortunately, towards the end of the second deadline, the two water features were stolen and a police report was filed. Every effort was made to secure the water features, including cementing them into the ground. Despite these efforts an individual still went to the effort of stealing both fountains and in the process damaging the rockeries they belonged in. This delayed the process as we were unable to restore the area due to the uncertainty surrounding the theft. Another month extension was granted whilst we awaited the outcome of the investigation carried out by the local police.

September proved to be an incredibly busy month and along with general governance processes and annual leave, time was not able to be given towards the finalising of the garden. Another two week extension was requested and granted. Although it was not ideal to have such a number of extensions, it was necessary to enable the garden to be finished to a high standard to be and to function as its intended use for local schools and the wider community.

Procurement

We endeavoured to use local materials, craftsmen and businesses where possible and managed to achieve this on all on the major structures and big spends. This includes pathway benches, picnic tables, wheeled planters, trellis planters, bin storage, an information lectern, herb planters, shed and gates. The closest material sourced was the wood for the pathway benches, which came

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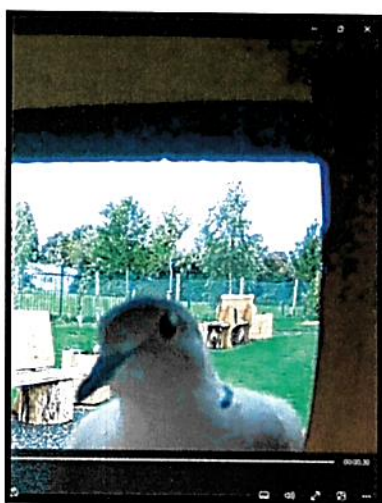
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Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



from Wentwood Forest only six miles away. The supplies and materials required were sourced from local businesses where possible. However, it was not viable to procure everything locally and towards the deadlines, items had to be sourced online due to time-constraints. Sustainable and recycled materials were used where possible and the predominant material used throughout the garden and its structures is wood. Accessible options were always accounted for, and there is one picnic bench with an accessible attachment that can be removed should space for a wheelchair be needed.

Wildlife and Biodiversity

The garden has become an important location within the surrounding urban environment. Since the garden has been developed, we have noticed an increase in the number of local wildlife visiting. We have noticed an abundance of bees, butterflies, dragonflies, various species of birds and hedgehogs. A wildlife camera was installed in the shrubbery area to capture the biodiversity of the garden. Since its implementation, we have captured regular nocturnal activity of hedgehogs, which we believe there to be at least three of them. Enrichment has been provided for wildlife, including shelter, food and watering stations in order to enhance their natural habitat and provide a safe environment for them.



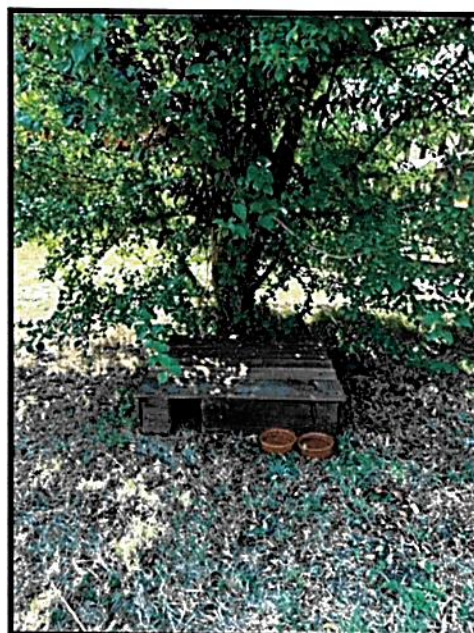
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To support the hedgehog population, they have been provided with five purpose-built houses that were crafted by the Facilities Assistant at Caldicot Town Council using recycled wood from an old fence panel. These have been installed in shaded, quiet areas within the garden, as well as leaf piles, log piles and a compost heap located around the perimeter of the garden to provide natural shelter and nesting sites. Numerous water bowls have been provided and a spread around the garden. A food bowl is provided with dry cat food, recommended by a hedgehog expert, which is topped up every other day. Holes have been created at the bottom of the fences to enable the hedgehogs to move freely between the neighbouring properties and the hedging acts as a safe green corridor for travel between neighbouring habitats.



During the garden development, a baby hedgehog was found. A local wildlife rescuer was called and identified that the baby hedgehog was female and severely dehydrated. She was taken away for rehabilitation with the intent that she would be released back into the garden once bigger and healthier. The Facilities Assistant that found her grew quite attached and named her Little Lucy and we still see her visiting the garden at present.



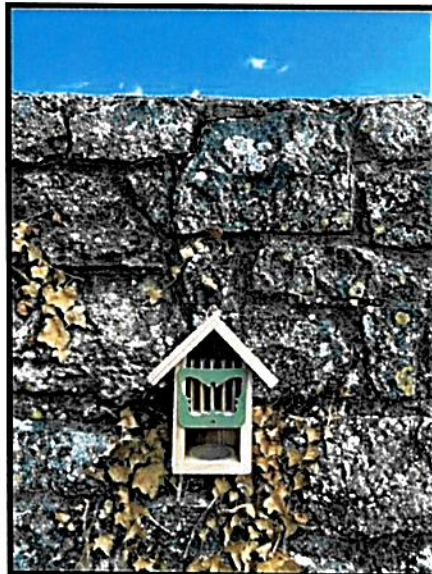
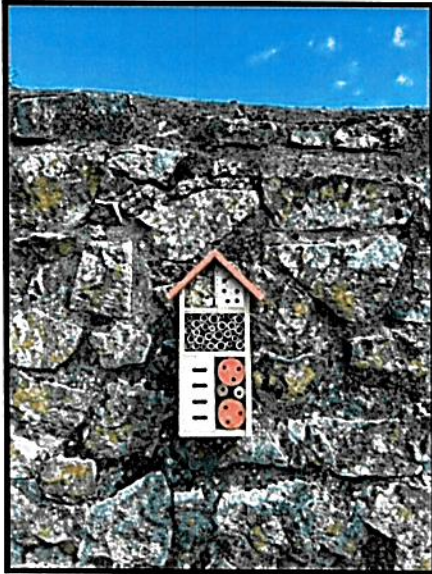
Caldicot Town Council

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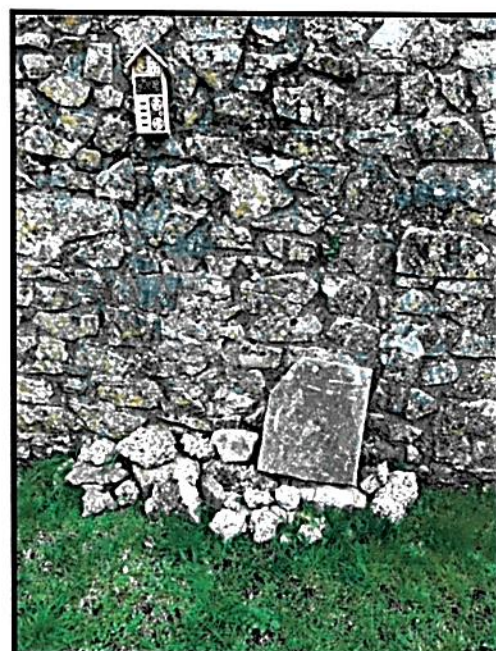
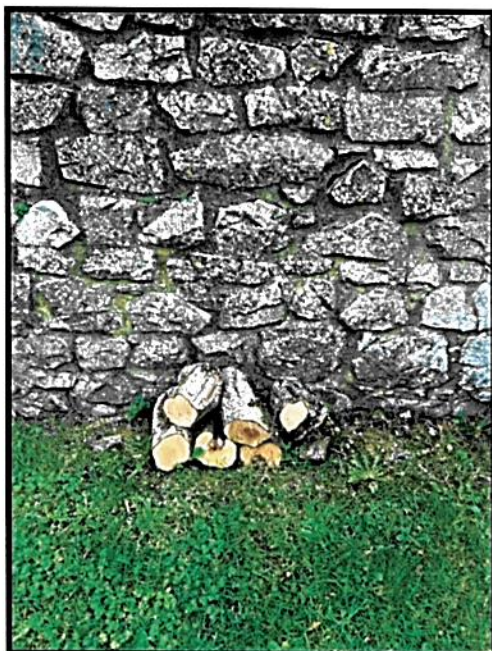
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Insects such as ladybirds, butterflies and bees have been provided with houses, which include a sugar water bowl. There are also native wildflowers which supply an abundance of food sources and elevated watering stations within the wildflowers that have a floating pad inside, to provide insects with safe access to drinking water.



Other native arthropods, such as beetles, spiders, woodlice, centipedes and millipedes have been provided with a rockery habitat and log pile. The encouragement of these animals provides natural food sources and encourages natural hunting instincts for hedgehogs.



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There are also numerous bird houses and two bat boxes that have been installed to provide safe habitats. The increase in native arthropods and insects also act as a natural food source for them. Unfortunately, the water feature that acted as a bird bath and provided them with safe drinking and bathing water, was stolen and a replacement bird bath was sourced. There have been a number of bird species identified such as sparrows, robins, great tits, blackbirds, magpies, ravens, doves and of course, pigeons.



The introduction of native wildflowers and a small pond has attracted numerous bees, butterflies, ladybirds and dragonflies. Borders were installed to maintain the wildflowers, and although nature isn't neat, these were installed to control the spread of the wildflowers, being mindful of neighbouring properties. A native shrubbery area has been created at the top of the garden which will hopefully provide coverage and shelter once established. The terrain has also attracted numerous insects, and this is also where we observe most of the hedgehog activity. A hedgerow consisting of native hedging shrubs has been installed which is still developing. It has been planted along the perimeter to create corridors for wildlife movement. Once this has substantially grown, it will replace the damaged fence. Native rose climber plants have been planted in the trellis planters to increase the variety of the native plant species that the community garden has to offer and enhance local biodiversity.

Gardening Education

Planters have been provided for each of the four primary schools in Caldicot, the secondary school, two nurseries and two elderly community groups that use the Town Council Building. This totals to nine planters. The planters have been built on wheels so that they are easily moved and accessible. Providing one for each school will give the children and community groups the opportunity to engage in and learn about the environment and gardening practices.

A potting area has been designed and created adjacent to the shed with shelter and a bench, to allow the community to pot plants under shelter making it usable in all glorious British weather. Two potting tables in varying heights were installed, to allow for children, wheelchair users, and adults. Guttering was installed on the potting area and shed which runs directly into three water butts, in order to reduce water consumption and reuse water where possible. Trellis affixed to the

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potting shed will allow for climbing plants to be installed, with care being taken to ensure that they do not obstruct the drainage of water on the roof.



Compost bins have been provided to encourage recycling and enable home compost to be produced, which will be repurposed back to the plants. Seed trays are provided for propagation and cultivation purposes.

Vegetable seeds are provided to each user group and consist predominately of root vegetables. Two grow-houses are provided to mimic conditions of a greenhouse, allowing plants requiring warmer growing conditions, such as tomatoes, to thrive. Herb planters within the centre of the garden provide aromas to create a sensory garden and native local fruit trees provide apples, cherries, pears and plums. The goal is to be able to donate the vegetables, herbs and fruit that have been grown in the garden to the Caldicot Food Bank to provide fresh, local home-grown produce.

Community Engagement

Initially, the majority of comments received regarding the community garden were negative. This was due to its perceived expenditure and funding source being tax money. Once the garden was being developed and it was communicated that the funding was received via a grant, the mind-set regarding the garden turned positive, which was fed back to us via social media and visitors to the building. Since the Opening Day of the garden, we have received positive feedback regarding and have welcomed a number of visitors, including members of the public, schools and nurseries.

It has developed and enhanced the partnership with the local schools by providing educational opportunities for children to study the native eco-system and promote sustainable gardening practices. The variety in biodiversity provides numerous opportunities for children to learn about the natural eco-system and enhance their environmental awareness.

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One of our primary goals when developing the community garden was to involve local businesses, people and tradespeople as much as possible. This was achieved on the majority of the larger purchases in the garden. Local businesses were used for supplies and materials where possible; however, it was not viable to procure everything locally and towards the deadlines items had to be sourced online due to time-constraints.

A local charity, TogetherWorks, was used to create the pathway benches and herb planters and were chosen specifically for being a local charity, not to mention the craftsmanship. Volunteers assisted in the preparation of the garden and were essential in reducing the garden workload. Volunteers continue to offer their help in the community garden, by regularly attending to manage and maintain the garden in order for it to thrive.

To ensure we incorporated as many members of the community as we could in the development of the garden, we asked two elderly community groups if they would like to each create and manage a rockery that would be included in the garden design. Both groups thought this would be a great way to include the members of the groups and provide enrichment during their weekly meetings. Members of one group were tasked with the English version of 'Caldicot Community Garden' and the other group were tasked with the Welsh version 'Gardd Gymunedol Cil-Y-Coed.' Each member designed and decorated their own rock with the materials provided for them by the grant. We also provided bird box kits to two local nurseries, enabling the children to paint the bird boxes.

Not only did these activities provide a colourful addition to the garden, but it also encouraged creativity, social interaction, and a sense of contribution to the community garden.



It has also provided the community with a secure and relaxing place to visit and by spending time in nature and engaging in gardening activities; it enhances well-being and creates a sense of accomplishment.

Success and Achievements

The community garden has achieved significant success in biodiversity enhancement, gardening education and community engagement, as previously stated. The design and aesthetic of the garden has been well received. The thought out areas have been praised, especially the diligence regarding wildlife and accommodation of accessible access for all. Each area contributes in its own unique way towards biodiversity, by providing specific habitats for various wildlife to contribute

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towards a healthy eco-system. The use of the potting area and offering of planters to all schools in Caldicot, two nurseries and two community groups has been commended, with the food produce being donated to the Caldicot Food Bank. We have received feedback from the hedgehog expert that rescued Little Lucy, and she informed us that the garden is ideal for hedgehogs.

Another major aspect that went well was the organisation and communication of the garden design and plan. Clear goals and timelines were established at the earliest point which allowed for efficient organisation and smooth running of the garden development. The procurement process was managed effectively and organised in a manner that allowed for materials to be in place ready for the next development.

Everyone involved with the garden was kept informed and up to date, which allowed for tasks to be delegated amongst staff to assist with the workload and also enable the efficient development of the garden. Feedback and collaborative ideas were asked for as the garden developed in order to generate more creative ideas and perspectives that could be implemented. It also enabled weaknesses to be identified which may have otherwise been missed. One such weakness was that there was limited signage at the entrance to the driveway of Caldicot Town Council. This feedback was considered and resulted in a sign being designed and erected to indicate and direct members of the community towards the garden.

Furthermore, a volunteer plan was created which enabled the maintenance of the garden to be tracked and organised, ensuring that tasks were delegated and carried out.

In addition, updating financial expenditure continuously helped towards budgeting and ensuring that there wasn't any overspending.

Further Improvements and Recommendations

A few aspects of that community garden that did not go to plan and caused delays to the timeline were unfortunately staff absences, annual leave, other workload and extenuating circumstances, such as thefts. Obstacles and complications cannot be predicted, and therefore having a contingency plan would be beneficial in order to reduce the time spent in rectifying the issues.

Another improvement which could be made for future projects is to ensure that the workload is spread amongst multiple staff, on this occasion the workload was too great for one person. There were multiple aspects of the garden that needed to be developed and unfortunately, not enough time was allocated to carrying out these tasks as I still had my regular workload to complete with strict deadlines. Other issues arose in my normal job which required urgent attention, and therefore this reduced the time spent on the garden project. Other staff were included where possible, but they too had their regular workload to complete. I would recommend that depending on the size of the garden project, multiple staff may be needed in order to reduce workload or alternatively, having a member of staff that specifically focuses on the garden project only.

In addition, offering free wildlife and gardening workshops to the community were stated in the garden project application. Despite multiple communications between organisations, we have been unable to secure any courses that could be held at the community garden. In hindsight, this should have been looked into well in advance and during the planting and growing season. Unfortunately, as mentioned before, the excessive workload meant this was overlooked.

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This is something that we would still like to offer to the community if possible and finance is still available for it. We hope to offer and expand educational programs to include Caldicot Youth Group and local schools.

Furthermore, we would like to have installed more educational signage regarding the wildlife and biodiversity, especially around the wildlife houses. The signs could have also included eco-friendly practices and raise awareness around wildlife habitats.

Finally, we wish to create an interactive map of the garden on the Town Council website. Due to work commitments and time constraints, this hasn't been possible yet but can be easily achievable without any additional finance as the website is due to be upgraded. This will establish a digital communication platform that will not only provide information regarding the garden, but can also include information regarding awareness of wildlife, biodiversity and gardening.

Conclusion

Overall, the Community Garden has created an inviting and natural environment that supports native wildlife. Despite the challenges that were faced, the garden has had positive impact on biodiversity, which is evident from the increase in wildlife that it has attracted and the numerous different species that have been identified. The garden is starting to grow and thrive, with hedgehogs, bees, butterflies and birds amongst other animals and insects, enjoying the enrichment that it has to offer. It has provided educational opportunities to schools and nurseries regarding biodiversity and cultivation, whilst also enhancing well-being. In time, we hope that it will produce food which will be provided to the local foodbank. It has been well received with positive comments from the community and we will endeavour to ensure that the garden continues to develop and evolve in order for the garden to remain a valuable community asset to both people and nature.

Comments from Councillors

"The garden is excellent, the layout is perfect and your work and increasing knowledge of the flora has been exceptional. The one thing that is vitally important is that the community is aware that it is theirs to use and enjoy. If not already done perhaps we should make a notice off Sandy Lane saying, "Garden open to all." Otherwise, I think that the Garden is a small but important step in enhancing and promoting civic pride."

"I have received only positive feedback about the garden. That the layout and resources are very well thought out, planned and executed and that the area is accessible and inviting to all. Well done to all involved! As said by others, some people are unsure about the ability to access the area during the day as there are no signs from the main road encouraging use by any resident. Again, well done to all involved, this is a beautiful facility for the use of Caldicot residents. The wildflower planting also encourages the change of understanding towards 'Nature isn't neat', possibly leading to other environmentally friendly discussions and behaviours."



National Lottery Heritage Grants – Final update and completion report

Use this form to tell us how your project went.

Completing this form is a mandatory requirement. It helps us to understand what your project achieved and how you delivered it. If you do not provide a completion report for your project, it could put future applications at risk.

We recommend you read all of the questions in the form and the Receiving a Grant guidance before completing this.

Your Investment Manager will have entered some information about your project.

You will need to tell us:

- any final updates since your last project update
- how your project went overall
- how you achieved your approved purposes
- how you complied with the terms and conditions of your grant

You must send your Investment Manager:

- this completed form
- your final evaluation report
- proof of acknowledging your grant, for example images of our logo on the things you have created
- high resolution digital photographs documenting your project, for example building works or workshops with volunteers
- a practical completion certificate for your capital works
- any other relevant documents, for example a procurement report, job descriptions or evidence of cash contributions

Depending on the information you provide in your final update and completion report, your Investment Manager may request additional documents.

If you have any questions about providing a final update and completion report, contact your Investment Manager.



Your project details

Organisation name: Caldicot Town Council

Project reference number: HA-23-00098

Project title: #Natur Cil-y-Coed Community Garden Space

Grant expiry date: 17/10/2025

Final project update

Procurement

Tell us about any goods, works or services worth more than £9,999 (excluding VAT) that you procured since your last project update.

You should include information about:

- the tenders you received
- your decision on which to accept
- full reasons why you did not select the lowest tender, if applicable
- if a project partner is providing goods or services paid for through the grant, why they were chosen and why an open tender process was not appropriate

We looked at different providers and three companies were contacted but only two quotations were received. We did not need to do a public tender because of the specific requirements. Urban Recreation Ltd provided a quotation for £ £8000.00 + VAT and Rob Lewis provided a quotation for £10,000.00 excluding VAT.

Due to the expenditure, Councillors were required to consider the quotes to agree a way forward. Councillors were informed that the Conipave RA that would be used by Urban Recreation Ltd is a porous material made up of recycled components and qualifies as a Sustainable Urban Drainage Solution (SuDS). It was noted that the Conipave RA material was more suitable for

prams and wheelchair users, and it was low maintenance and slip resistant, making it good for those who have mobility issues. Councillors opted to finish the pathway with an edging in order to protect the material from breakages, which increased the quotation cost.

Councillors considered the gravel style pathway that would be used by Rob Lewis. Councillors were informed that gravel would be packed down with gravel dust layered on top and with a border. They raised concerns regarding the durability of the path and the ability for pram and wheelchair users to the use the path.

Both of the businesses were local and value for money was considered. The Councillors opted for the quotation received from Urban Recreation Ltd.

Recruitment

Tell us about any staff you recruited to the project since your last project update.

You should include information about:

- the job, including the type of contract, the working hours and the salary
- the recruitment process, including how many people applied and how many people were interviewed
- who you have recruited and why

No additional staff were recruited to the project.

Permissions and licences

Tell us about any updates to existing permissions and licences or new permissions you received since your last project update.

N/A

Tell us about any updates or changes to your project costs since your last project update. This includes both income and expenditure.

You should include information about:

- items that cost more than you originally budgeted for
- items that cost less than you originally budgeted for
- if you have used any of your contingency
- any changes to cash contributions, if applicable
- any changes to non-cash contributions, if applicable

You should also tell us if there were no changes.

During the project, it was discovered that VAT had been allocated for as part of the grant payment even though Caldicot Town Council are VAT registered and claim VAT back. Because of this, the amount awarded was changed from £41,152.00 to £35,865.00. Due to the ongoing development of the garden, new ideas and concepts were created spontaneously and therefore this may account for overspends and underspends. It was also identified during the garden development that not all items and materials had been considered in the application as the garden project was so extensive. Furthermore, as the cost type is subjective it may be that items haven't been coded properly.

Overspends

- Garden benches were budgeted for £1,270. This has been overspent at a total of £1,345. However, this can be accounted for as two extra picnic benches were purchased. The initial decision was changed from recycled benches to wooden ones, which were more expensive however, still include sustainable materials and the wood was locally sourced from approximately six miles away. They were crafted by a local tradesperson and a local charity as opposed to being ordered online.
- Signage was budgeted for at £1,000. This has been overspent at a total of £1,296. However, the decision was made to increase the signage in order to advertise that the garden has been funded by the National Lottery Heritage Fund in

partnership with Welsh Government. Also, due to the concealed entrance, another sign has been added to direct people towards the entrance of the garden. This sign includes the logos of the National Lottery Heritage Fund, Welsh Government and Local Places for Nature and can be visible from the main road, with the aim of encourage more residents of Caldicot to visit and make use of the facilities.

- A project co-ordinator was budgeted for at £1,200. This has been overspent at a total of £2,400. This was calculated based on the hours of staffing time that were given to the project due to the large scale of the project.
- The bird bath feature, feeder and seed were budgeted for at £135. This has been overspent at a total of £288.82. This can be accounted for due to the fact an expensive water feature was purchased with the intention to act as a bird bath and provide sensory audio. Unfortunately, despite being secured and cemented into the ground, this item was stolen and has since been replaced with a small metal bird bath.
- Five bar gate x2 was budgeted for at £500. This has been overspent at a total of £1,300.
- Lockable garden shed for tool storage with floor support & shelf was budgeted for at £360. This has been overspent at a total of £2,280 as it was decided to increase the shed size due to the available space. The shed was also bespoke made by a local business using sustainable materials as opposed to a small shed that would have been purchased online.
- Sensory plants, planters, walled garden and seeds were estimated at £2,500. This was overspent at a total of £3,829.50 as more plants and planters were purchased than originally estimated due to the space available in the garden.

Underspends

- Propagator trays & sundries (garden twine, string, etc) - £100. This was underspent at a total of £19.06 as not as many as originally budgeted for were needed and items cost less than estimated.
- Compost Bins (accelerator, refills & maker) - £100. This was underspent at total of £50.80 as not as many as originally budgeted for were needed and items cost less than estimated.

- Double native row hedges were estimated at £650. This was underspent at a total of £509 as items cost less than estimated.
- A water Tank fitted to water downpipes was budgeted for at £460. This has been underspent at a total of £295 as the water tank was not required; however, guttering was added to the shed and pergola.
- Water butts were budgeted for at £200. This has been underspent at a total of £99.97 as once the pergola and shed were built, less space was available for them to connect to.
- Pathways works were estimated at £14,140 in total which included the timber sleepers, labour costs, pathway works, terrain, machinery and fuel and removal of excess land. This has been underspent at a total of £10,700 as a different pathway was chosen.
- Evaluation work was estimated at £1,646. This has been underspent at a total of £76.62 and includes two wildlife cameras situated in the garden. It hasn't incorporated any biodiversity or nature surveys which would have been conducted in hindsight.
- Bird boxes, bug homes and strawberry bags were estimated at £100. This has been underspent at a total of £81.61 as items cost less than originally estimated. Also, the hedgehog houses were constructed of recycled from wood as part of an old fence at the Town Council building.
- Garden tools and equipment were estimated at £1,000. This has been underspent at a total of £293.54 as few were needed and items cost less than estimated.
- Promotion materials were estimated at £500. However, a lot of the promotion regarding the garden was delivered online with only a few posters being placed around the local area.
- Courses were estimated £1,000. Money was allocated to this, however, due to extenuating circumstances the courses were not looked into until autumn and were not available within the local area so unfortunately, courses were not provided.

- Watering cans and plant labels were estimated at £1100. This was underspent at a total of £5.41 as watering cans were already available and did not need to be purchased and the labels cost less than estimated.
- Topsoil was estimated at £600. This was underspent at a total of £431.19 as less was needed than originally estimated.
- Plant/vegetable ID board was estimated at £500. Unfortunately, this was not implemented due to extenuating circumstances and time constraints.
- Inflation was estimated at £3,292. Although it is extremely difficult to calculate due to items being bought in different months, the average CPI figure of 4.1% was used. This was calculated at an estimated figure of £1,335 indicating that it did not go over the budgeted inflationary figure.
- Trees & bushes were estimated at £1700. This was underspent at a total of £232.02 as fewer bushes were planted than originally estimated and no trees were planted due to the layout of the garden and stability of the ground.
- Trellis to segregate garden areas was estimated at £120. It was decided that this would not be included in the garden as the decision was made to keep the garden free flowing.

Contingency

Contingency was budgeted for at £3,292. Contingency was used due to the theft of two items and damage to other items in the process at the Caldicot Community Garden. These items were two water fountains and were placed within a rocky area surrounded by rocky plants and provided drinking and bathing water for wildlife, therefore it was vital that this was replaced. Therefore, the contingency was used to replace these items and which totalled £248.18 excluding VAT.

Is there anything else you would like to tell us about your project since your last project update?

N/A

Your project's vision

When you applied for your National Lottery Heritage Grant, we asked you about your vision. We asked you to tell us in 150 words what your organisation would like to achieve through your project and what you hoped the legacy of your project would be.

Now you have finished your project, tell us if you achieved that vision and, if you did, how you achieved it.

We also recognise that projects change and adapt over time; if you didn't achieve the vision you set out, tell us about what you did achieve and how you achieved it.

As a guide, we would expect your answer to be no more than a few sentences.

I believe that we managed to achieve our vision as all of the intended aspects of the garden have been implemented. The native hedging merging into the native shrubbery has created a new habitat and we have seen an abundance of wildlife activity since this has been installed. This also includes the wildflower sections which have provided habitats for pollinators. Planters have been included for community food growing, along with a potting area, and the fruit and vegetables grown from these will be provided to the local food group. There are also accessible features of the garden to enable it to be inclusive for everyone. Furthermore, the garden has created a quiet calm relaxing space for the community and allows residents and visitors from further afield to reconnect with nature and the environment and we have received numerous positive comments from members of the community.

Our investment principles

When you applied for your National Lottery Heritage Grant, we also asked you to explain how your project would take into account each of our four investment principles.

Our investment principles are:

- saving heritage



- protecting the environment
- inclusion, access and participation
- organisational sustainability

We also said that the strength of focus, and emphasis on each principle, was for you to decide and demonstrate.

Now you have finished your project, tell us how your project made it possible for you to take into account each of these investment principles. You should also tell us if the strength of focus for each one changed as you delivered your project.

As a guide, we would expect your answer to be no more than a few short paragraphs.

Saving Heritage

Our project made it possible to take into account the principle of saving heritage by integrating several key elements. Firstly, we created habitats such as wildflower areas and a native shrubby area, along with providing enrichment and shelter for wildlife to support local biodiversity. Native plant species were used to attract pollinators and provide food sources for wildlife to ensure the natural habitat of the area is preserved and enhanced. Secondly, a dedicated potting area was created with planters for schools, nurseries and community groups. This provides an educational opportunity to gain experience about gardening techniques and the opportunity to understand food sources by growing their own fruits and vegetables. Finally, sensory areas were created and designed to encourage visitors to relax and unwind in a natural environment surrounded by nature. The gardening activities also allow a sense of accomplishment to be achieved which contribute towards a greater sense of wellbeing. This principle also enabled every possible outcome to be considered regarding the garden space, allowing every available space to be created with a purpose. By combining these aspects, the project preserves heritage while creating a vibrant, educational, and sustainable space for the whole community.

The strength of focus remained the same throughout the project.

Protecting The Environment

Our project made it possible to take into account the principle of protecting the environment through several aspects. Firstly, we created diverse habitats such as native wildflower areas, log piles, rockeries, a native shrubby and native hedgerow to provide food and shelter to attract and support a variety of wildlife. The wildflowers also provide a natural habitat for pollinators and bloom

at different times of the year, ensuring a continuous food source for them. The native hedgerow, such as hawthorn, hazel and beech, offer birds natural shelter and nesting areas, whilst also acting as wildlife corridors that connect habitats and allow safe movement for various species. Secondly, a potting area and planters were designed to grow fruit and vegetables using organic methods to minimise environmental impact and promote sustainable food production. Finally, composting areas and water butts were included to recycle rainwater and recycle green waste in order to reduce waste. By combining these aspects, the project created a thriving sustainable environment that enhances biodiversity to benefit both people and wildlife.

The strength of focus remained the same throughout the project.

Inclusion, Access and Participation

Our project made it possible to take into account the principle of inclusion, access and participation through several aspects. Firstly, prior to the garden project the area was inaccessible and was unused. The installation of a durable pathway from the building enables all users to access all areas of the garden with ease. Secondly, the potting area was created with accessible tables and planters to enable all users to participate in garden activities. All other planters within the garden are raised so that all users are able to access them and a sensory plant area was created to include a safe and relaxing space. Furthermore, the layout of the garden was designed to allow space for all users of the garden to visit all areas and the benches were situated to allow for prams and wheelchairs to be alongside. There is also a picnic bench with a removable attachment to enable a pram or wheelchair to be included at it.

The strength of focus remained the same throughout the project.

Delivering your project

Tell us how your project went overall. Give a brief overview of your project as a whole. As a guide, we would expect this brief overview to be no more than a few short paragraphs, depending on what happened during your project.

You will have the opportunity to give a more detailed update on each of your approved purposes in the next section.

You should include:

- anything that went particularly well

- anything that might not have gone so well and how you managed this
- any changes to how you delivered your project
- any significant changes to your project costs
- any significant changes to your project timetable
- any significant changes to your organisation, particularly those which impacted the delivery of your project
- anything else that you think we should be aware of

Overall, the project went well and we achieved all of the aspects that we wished to achieve with the project. We have observed that there has been an increase in wildlife within the garden and we have observed the enrichment designed for wildlife being used. Schools and nurseries have visited to use their planters and have begun to learn about gardening education and food sources. The garden has been well received by members of the community and people are enjoying the relaxing space that it has become. The expenditure of the garden was well managed which enabled the project to remain within budget.

A few things that didn't go so well were that there were extenuating circumstances within the organisation that unfortunately meant that the project co-ordinator changed. This meant that the project was picked up by another staff member during a key stage of the projects development. Understandably, time was used trying to understand the project and develop the garden to meet the expectation and goals planned before the project changed hands. Due to extensive workload, annual leave and staff absences, not enough time was able to be given to the development of the garden and as a result, a few things had to be disregarded, such as courses and informational signs. In addition, two items within the garden were stolen which delayed the progress of the garden as the area was damaged and could not be restored immediately as this was under police investigation. This also affected costing as items needed to be replaced and restored.

Unfortunately, due to the extenuating circumstances, staff absences, extensive workload and thefts, the project was extended on three occasions. This was not ideal, however it was necessary in order to create an outstanding community garden that would enhance biodiversity and wellbeing and was greatly appreciated.

Your approved purposes

Tell us how you achieved your approved purposes. You should include information about what went well and what might not have gone so well.

You should provide numbers where possible, for example tell us how many events you have held and how many people attended.

Approved purpose	Update
Provide data in relation to the Welsh Government Modest Measures when required.	The Lleoeedd Lleol ar gyfer Natur - Mesurau Cyfredrol Local Places for Nature - Modest Measures form has been completed. We have not been asked for any further information as yet.
Plant only native, locally sourced (where possible) species and avoid non-native species, pesticides, fertilisers and peat-based materials.	All of the hedging, shrubs, rockery plants, climber plants and wildflowers are native. The only plants that may not be native is those that contribute to food production, such as the herbs, berries and vegetables. They were all locally sourced except for most of the plants in the shrubbery area which were ordered online due to availability.
Garden will include native hedging and trees, raised beds, planters and vegetable growing space, accessible pathways, a sensory garden area and installation of hedgehog hotels, bird boxes and log pile habitats to enhance biodiversity.	No pesticides or fertilisers were used and all compost used was peat-free. The garden includes 88 native hedging, 26 shrubs, 18 planters with vegetable growing space, 6 planters for climber plants, one major accessible pathway, 6 sensory planters, 2 rockeries with native rocky plants, 5 hedgehog homes, 10 bird boxes and 1 log pile, 5 insect homes, 2 bat boxes and 35m ² of wildflowers.
Undertake your own project evaluation and participate in any evaluation of the Local Places for Nature programme.	A written project evaluation has been completed. We have not yet surveyed users of the garden; however

	positive comments have been noted from visitors and users. An open event was held which saw 50 people attend. Another event has been held and the garden was incorporated into this. This saw 50 children participate in a nature hunt activity in the garden in order to raise awareness of plants and wildlife. Two wildlife cameras have been installed in the garden that enable wildlife to be observed, contributing towards the biodiversity tracking.
Build and plant a community garden behind the current town council offices in the centre of Caldicot.	This has been achieved with an emphasis on wildlife, biodiversity and gardening education. The garden is available to all members of the community.
Acknowledge funding from Welsh Government and the National Lottery Heritage Fund at all physical project sites, in all printed media, website and social media output, using Welsh and English in equal measure, in all formats.	Two signs were designed to display acknowledgement from Welsh Government and the National Lottery Heritage Fund and are displayed at the project site. Social media posts were posted referring to the garden being funded by the grant and where it was from.

Our terms and conditions

Tell us how you complied with the terms and conditions of your grant.

Welsh language

Tell us how you included the Welsh language in all aspects of your work.

Welsh translations were provided on all signage and publicity in relation to the garden.

Acknowledgement

Tell us how you acknowledged your grant from The National Lottery Heritage Fund.

You should have added acknowledgement to all of your project's promotional materials and activities. You should provide a list of this acknowledgement.

We installed a sign in the garden displaying the logo of the National Lottery Heritage Fund in partnership with Welsh Government. This sign is on the side of the shed and can be seen from a busy public footpath. The same logo was applied to the signage that is to be installed at the entrance to the carpark, which can be seen from the main road and the pavements.

Evaluation

Tell us how you evaluated your project and developed your final evaluation report. You will need to send your evaluation report to your Investment Manager.

I started evaluating the project by using self-evaluation of how I believe the project went and conducted this evaluation in a fair and just way by including the strengths and weaknesses of the project. I also incorporated comments from Councillors and took into consideration comments from members of the public. I considered the objectives of the project and reflected on whether these were achieved. I also considered the main aspects, such as wildlife and biodiversity, gardening education and community engagement and self-assessed whether they have been enhanced or not. Two cameras situated in the garden also helped identify whether biodiversity had been improved.

I would like to have included a public survey within the evaluation however due to extensive workload and other time-constraints, I was unable to do this.