

Raglan Community Council
Minutes of the Ordinary Meeting held on Wednesday 28 January 2026.
This meeting was convened at the Fellowship Centre on Usk Road
at 7:00 pm

Present

5926	Cllr Nick Ramsay (Chair)	Cllr Lynne Eilertsen
	Cllr Hazel Leacock	Cllr Martin Dorey
	Cllr Luke Thompson	Cllr Penny Jones
	Cllr Richard Moorby	Cllr Susan Harrington

5927 In attendance:

Adrian Edwards, Clerk to the Council.

5928 Agenda item 1:- Apologies for absence

None

5929 Agenda item 2:- Declarations of interest.

No declarations of interest were submitted, but members will make a declaration when and identified under the relevant minute.

5930 Agenda item 3:- 15 minutes set aside for Community interaction and members of the community to ask the Chairman or the Council questions of local interest. Any questions should be relevant to the agenda and submitted to the clerk 3 working days before the meeting.

No public in attendance

5931 Agenda item 4:- To receive and adopt the minutes from the Ordinary meeting, held on 10 December 2025

Proposed: by Cllr N Ramsay seconded by Cllr Penny Jones that the minutes are accepted as a true and accurate record

Those present agreed the minutes.

5932 Agenda item 5:- Matters to report.

No matters to report

5933 Agenda item 6:- To receive and adopt the minutes from the Finance meeting, held on 14 January 2026

Proposed: by Cllr H Leacock seconded by Cllr N Ramsay that the minutes are accepted as a true and accurate record

5934 Agenda item 7:- Clerks report's verbal or written.

Report to: - Raglan Community Council

Subject: - Community Survey and housing need in Raglan

Report: - by the Clerk

Date: - January 2026

This report is to provide elected members with an update from the results of the local survey the Community Council undertook in August/September 2025.

It was explained that a report will need to be reviewed to enable members to consider the way forward to be able to provide local services and amenities for local residents.

The local survey was open for public participation for 35 days and the survey received 59 respondents. The average time taken to complete the survey was 9 minutes 27 seconds. The survey was made up of 21 questions which are set out in this report, together with the responses from those respondents.

Registered electors in communities that make up the electoral ward of Raglan United Community Council are: Gwehelog 276, Kingcoed 131, Llandenny 238, and Raglan 1,051, totals 1,696 residents and the survey saw 59 respondents engage with the survey.

The Rural Housing Enabler (RHE) for Monmouthshire and Powys attended the Council meeting in November 2025. It was proposed that a public meeting would be convened to enable the RHE to gauge the housing need in Raglan and surrounding areas.

Monmouthshire County Council submitted the Replacement Local Development Plan (RLDP) to the Welsh Government and Planning Environment Decisions Wales (PEDW) for examination, on 7th November 2025. It is important that the Community Council considers the housing need in the ward area. Therefore, with the help and guidance from the RHE, Raglan Community Council can gauge the need and present the housing need to the Examination of the RLDP.

Currently the Candidate sites are: Land at Usk Road, for 67 dwellings; Land South of Monmouth Road, for 85 dwellings allocated for 54 dwellings; Land west of Raglan for Employment B1 Use Class Employment Use; plus, the site on Monmouth Road that has received consent but waiting s106 approval.

Therefore, two open drop-in meetings are expected to be arranged in February 2026 where the RHE will publish the dates and venue and send all the households in Raglan and surrounding areas letters inviting everyone to attend.

In conclusion: The Clerk would welcome direction from elected members.

Concluded: The Raglan Community Council to consider convening a joint meeting with the Rural Housing meeting in March.

Report to: - Raglan Community Council
Subject: - Defibrillator units in the Community.
Report: - by the Clerk
Date: - January 2026

This report is following attendance at the November meeting by a local first responder and elected members agreed he would be the guardian of the unit installed at the Fellowship Centre. It was also agreed that he would revisit the property owner and Monmouthshire Housing about installing a Defibrillator unit further along Usk Road, or along Prince Charles Road. It was agreed that the Community Council would contribute to any material costs.

During that meeting it was also agreed that he would be the contact to undertake the maintenance of the defibrillator units in the village and wider community. It was explained to enable him to order the relevant items to upgrade the old items the council would provide this information.

To give elected members some basic figures replacement pads around £58.99, a replacement battery is currently around £360.00.

It was also agreed that the local first responder would ask the relevant officers from the Ambulance Service to write to the Community Council asking for the items which the Council purchased and provided to the local first responder, are transferred to Ambulance Service for other first responders to use.

Since the November meeting, the council and councillors along with the guardian of the defibrillator unit in Llandenny, have provided information. It would appear no further action has been undertaken by the first responder, to provide information, nor the request to transfer the items purchased has been received.

In conclusion;

The Clerk would welcome some direction from elected members.

Conclusion, the Clerk should contact the first responder by letter.

Report to: - Raglan Community Council
Subject: - Allotments fees
Report: - by the Clerk
Date: - Jan 2026

This report is to update elected members relating to the rent other allotmentees pay. During the last Finance meeting the allotment rent was discussed and a question was asked about what is or could be the cost in

other areas. Some research has been undertaken since the last meeting and the following information are the results. A general question was asked: - *I have an allotment around 12m X 20m and the rent is £25 PA and the council are saying the rent is going up to £50 this coming year!! Is this average??* The responses received for members interest is below:

"I pay £150 for 2 plots. One full and one-half plot; That's cheap we pay £75; Pay £129 for 8x50m that's included water 6 months of year; Have they given you reasonable notice of this price hike? Doubling it does not sound reasonable to me (although I would consider your new price very reasonable for a plot that size; Mines is 8 metres square and £55 per annum just over a quid a week; Mine was £140 last year. Not had this year's bill yet; Check there is no rule which stipulates the amount at which it is allowed to go up per annum. Its cheap but that a huge hike; That's cheap I pay £119 per year plus association fees; Last year mine more than tripled from £13 PA to £45. This year it's over £50; My council charges £76.60. My allotment is a bit smaller than yours; I pay £60 for a half plot. So, yours seems cheap but that is a very large increase. But councils are really struggling which might be the reason; I pay £27 for that size; Blimey, I pay £192; I pay around £110 each for plots, 2 measure 25ft x 75ft under one council, the other plot on a separate site under a different council is the same, measuring 23ft x 125ft".

A calculation has been done to compare the total area of each allotment and a spread sheet is attached to this report for members to consider. If the council consider adopting a level rental charge on a M2 basis that generates an income to cover any unexpected cost which the council has experienced in 2025; the base rate of rent will remain the same £25 PA, the larger the plot the amount payable will increase, but the rent per M2 will remain the same. Therefore, there would be no need to increase the rent as proposed.

In conclusion:

The above is for information and elected members to consider the way forward.

Concluded:

There was some discussion relating to the report and the table below, and it was proposed that a meeting is convened between all the allotmenters and the committee from the Council.

Plot No	Size	Area M2	.4672 Current Rent £25.00	.9345 Proposed Rent £50.00	Condition
1	6.9 x 9.7	66.9	£31.25	62.51	Poor, not a lot of cultivation over the last year.
2	6.8 x 10.1	68.6	£32.04	64.10	Plot just relet in Oct 25
3	12.7 x 9.4	119.3	£55.73	111.48	Poor, not a lot of cultivation over the last year.

The Clerk explained that this application was submitted in 2019 and the case officer replied and said; "*The application was held in abeyance as insufficient information has been provided to evidence that there will not be a likely significant adverse effect on the River Usk SAC as a result of new private foul drainage. It is therefore likely that the application will be refused in the near future but we wanted to offer the chance for the applicant to resolve the phosphate issue prior to doing this*".

Members noted the above.

8.4 DM/2026/00035 1 Somerset Drive Raglan

No objection made.

Cllr Moorby declared a personal interest and offered no views.

8.5 Consider convening an open meeting at Llandenny to gather the current feeling relating to planning application DM/2024/01237 Raglan Arms (Clerk)

The Clerk asked members about convening a meeting in Llandenny to gauge the views of local residents following the amendments made to the application submitted. After some discussion it was agreed that a meeting should be convened in Llandenny. The Clerk will send the public notice out.

5936 Agenda Item 9:- Consider convening an open meeting relating to housing need. (Clerk)

The Clerk informed members, that following the Rural Housing Enabler's (RHE) attendance at the November meeting, he would like to convene two open public meetings to gauge the views of residents in Raglan and surrounding communities relating to the housing need in Raglan. The Clerk explained that meetings will be in March and the RHE will convene the meetings and send a notice to all homes in the Raglan ward area.

Those present noted the verbal report

5937 Agenda item 10:- Consider making a formal complaint of maladministration relating to the Planning Authority over the current way they manage consultation on Planning Applications.

The Clerk presented a report following correspondence between Monmouthshire County Council and Community Council.

Report to: - Raglan Community Council

Subject: - Response from Monmouthshire County Council Planning Manager relating to Section 106 Relaxation Application to modify section 106 planning obligation to vary the Unilateral Undertaking and Pobl Homes and Communities Limited are acquiring the affordable housing units.

Report: - by the Clerk

Date: - January 2026

This report was deferred from the last meeting for further discussion. The response relating to the application to modify the s106 agreement has been answered in part after waiting twelve months. After reading the

response (below) it seems to have generated more questions than answers. There was no response to why it has taken so long to submit an application to modify the s106 agreement when the consent was issued several years ago.

It's noted that Pobl Homes and Communities has recently undergone a major structural change in the company status. As of January 1 2026, Pobl Group has merged to form a new entity called Codi Group. So, can it be assumed that the Codi Group will become the Responsible Social Landlord (RSL), but the planning approval was granted to Pobl Homes.

The s106 agreement was approved under the Planning Application No DM/2018/00769 on the 10 December 2018. Elected members may have noted that the comments made by officers from the Legal Team at Monmouthshire County Council said that "Addition to paragraph 1.10 of the First Schedule of the Agreement" etc. But on looking at the 106 agreement there does not appear to be a paragraph 1.10. Section 1.9 of the 106 agreement states "*First Schedule to the Agreement dated..... [2017] made between Monmouthshire County Council (1) and* (not 2010 as signed).

So, elected members can have a clear understanding, On behalf of Raglan Community Council, I emailed the Planning Authority (PA) on the 10 January 2025 asking for a copy of the 106 agreement and the response on the 11 January 2025 was: "*A copy of the section 106 agreement can be viewed online by searching planning reference DM/2018/00769 on our website*".

SUDs report and the approval by SAB team.

This report is to bring to the attention of elected members, that whether a developer, an agent or an individual is seeking planning approval, if the development is **100m² or more of construction area** sustainable drainage to manage on-site surface water will be required (whether planning permission or not is required). These SuDS must be designed and constructed in accordance with the Welsh Government Standards for Sustainable Drainage the developer must seek SAB approval independently from any planning approval. **Construction can only begin once the 2 permissions have been granted.**

It would appear where a valid application has been received but not determined by 7 January 2019, an application for SAB approval is not required, but a SAB approval will still be required if the planning permission was granted subject to a condition as to a reserved matter, and an application for approval of the reserved matter is not made before 7 January 2020. Section 9 of the Approval of Reserved Matters, dated 23 July 23 states: "*As of 7th January 2019, all construction work in Wales with drainage implications, of 100m² or more, is now required to have Sustainable Drainage Systems (SuDS) to manage on-site surface water (whether they require planning permission or not). These SuDS must be designed and constructed in accordance with the Welsh Government Standards for Sustainable Drainage*".

Therefore, a number of questions arise from this. If Monmouthshire County Council's own policy states "Construction can only begin once the 2 permissions have been granted" why hasn't a stop notice been issued?

SAB Enforcement:

SAB has, in the same way as an LPA, powers of enforcement in the event of a breach of SuDs approval, or SAB relevant construction work taking place without approval. In this case SAB approval doesn't appear to have been issued, therefore SAB should have taken enforcement action as per the bullet point below:

- There is a breach of the requirement for approval (i.e. when construction work is started without SAB Approval)

Set out in Chapter 3 of the Flood and Water Management Act 2010 it clearly states under Schedule 3 that it includes a provision that requires drainage approval from a SuDs approval body (SAB) before starting any construction work that has drainage implications. The SAB must decide if the application meets the SuDS mandatory standards.

Set out in the Planning officer's report dated 4th July, 2023 "*the proposed development will be the SuDS Approval Body (SAB) will compliant. The report also indicates the flooding issues have been properly investigated. A plan has been established which identifies the southern part of the site being in the flood zone. This area needs to be retained as a flooding area and biodiversity habitat*".

So, going forward without the SAB approval being issued, the dwellings that have been constructed cannot be occupied until such approval has been issued. Therefore, it would appear the SAB boards hands are going to be tied when considering any application where over 90% of the dwellings have been constructed.

Concern must be given regarding the management of surface water and the disposal of it, when the community has seen over the last several years the flooding that has occurred and most recently in and around this development site and the flooding of the Nant-Y-Wilcae Brook. It would appear from the drainage drawing there is an attenuation tank/basin with a storage capacity around 210m³ that is located directly in the flood plain of the Nant-Y-Wilcae Brook.

The "Standard Principles" of the SuDs application, states 'how does the developer propose to treat rainfall as a valuable natural resource?' Any SUD's application submitted will need to show "*existing and future flood risks to and from the site, and how these will be managed to ensure people and property remain safe for the lifetime of the development*". From correspondence the Community Council has received, no consideration has been given to this.

Conclusion:

1. This report and its conclusions are to bring to the attention of elected members to Raglan Community Council the problems and other concerns to the potential occupiers of the dwellings that are/have constructed on this site on Chepstow Road, Raglan.
2. This report is to highlight any flooding that may occur in years to come. Over the years it has been reported that dwellings are being built on flood plains. Elected members are aware that this site has been prone to flooding and this was addressed in the outline Planning application submitted in 2014. The amount of flooding and the extent has been well documented in the press and social media, which can be seen in images attached to this report.
3. It would appear the LPA have not followed its own policies and guidance and it would appear it hasn't conformed with the National Standards contained in the Flood and Water Management Act 2010 that was amended in January 2023. This matter is raised at this time, not to highlight unwarranted problems, but to ensure elected members who have been elected to represent the residents of Raglan are informed.
4. As the proper officer of the Community Council this matter must be brought to elected members attention due to the number of dwellings that have been built and no consent has been issued by the SAB board.
5. The developers or their representatives could place overbearing pressure on the SAB board to approve any application presented to the LPA.

Items to be addressed by elected members:

1. The Community Council remains silent regarding the approval to the Section 106 Relaxation Application to modify section 106 planning obligation
2. Contact the relevant officers in the LPA and express concern and point out there is no paragraph 1.10 of the First Schedule.
3. Express concern over the non-approval of the SuDs application submitted on 7th April 2022.
4. Express concern and ask why a stop notice has not been issued as per Monmouthshire County Council policy
5. Express concern over the ongoing flooding and the concern the attenuation tank/basin is in the flood plain area in this location.
6. A Construction Management Plan should have provided a structured approach to the construction activities and temporary works deployed for constructing SuDS, ensuring that key issues such as drainage, flooding, sediment control, pollution prevention, compression of infiltration areas are addressed. It can be noted from the site conditions since the site works commenced, it could be

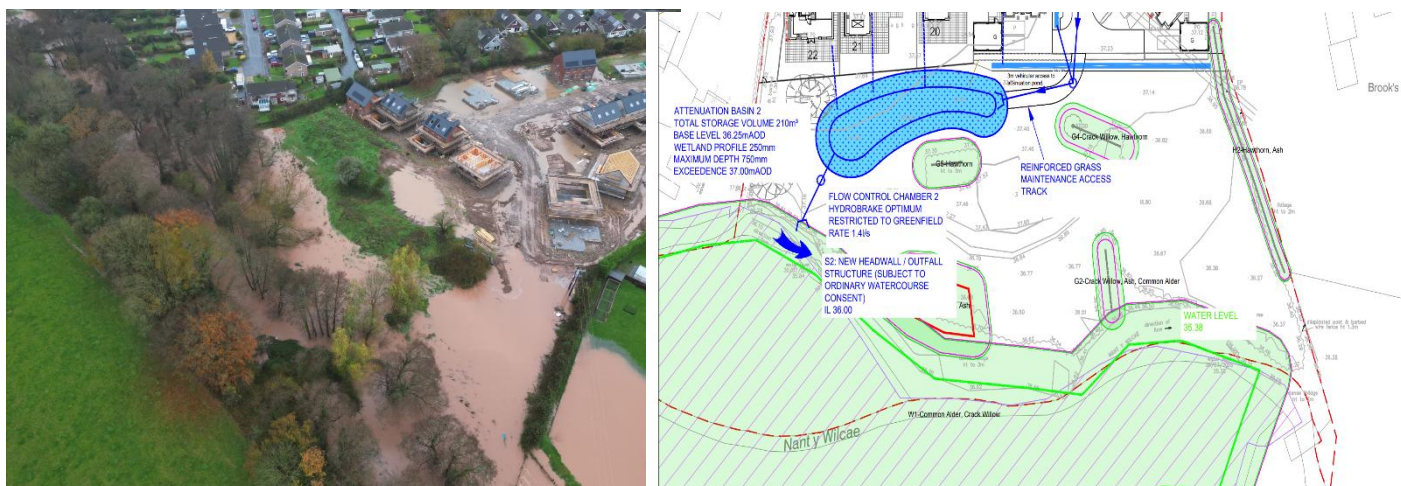
classed as a battlefield, as there doesn't appear to be a Management Plan in place, or if that Management Plan has been submitted.

7. Consider expressing concern to NRW about flooding and the contamination from flooding and the effect it could have on the dwellings
8. Should the Community Council submit an FOI request asking for any correspondence that has not been published on the LPA Planning Portal.

This report and its findings are to ensure the corporate body being Raglan Community Council cannot be challenged by third parties if flooding and drainage matters were not highlighted or addressed during the Planning Process.

It's clear from information uploaded onto the Planning Portal the LPA nor the Sustainable Drainage Approval Body (SAB) have for-filled its statutory function to approve, the sustainable surface water drainage systems (SuDS) for this new development on Chepstow Road, Raglan.

<https://www.monmouthshire.gov.uk/sab/what-are-suds/>
<https://www.gov.wales/sites/default/files/publications/2019-06/statutory-guidance.pdf>
<https://www.gov.wales/sites/default/files/publications/2019-06/statutory-national-standards-for-sustainable-drainage-systems.pdf>



Therefore, the Clerk is looking for elected members to direct him on the next course of action.

Appendix Email from the PA

Dear Adrian,

I am sorry that you felt disregarded in the consideration of this application to modify the s106 agreement. This was certainly not our intention. We have delegated powers to deal with applications of this nature which raise generally technical legal matters. I had said I would respond to your earlier queries which relate to a wider range of matters not touched on by this application, but was awaiting a response from

our SAB team so that I could reply comprehensively. In hindsight it would have been useful if I'd at least responded to you on the s106 legal point, so apologies for that. My response now seeks to explain the reason we approved the application.

The rationale behind the application has been summarised by the Council's solicitor, Paige, who has set out that:

'In basic terms the requested amendment requires an additional clause to be added to our Section 106 agreement to exclude mortgagees in possession from having to use the affordable homes on a site as affordable housing, should the mortgagee take possession of the properties in the event that the Registered Social Landlord (RSL) defaults on their mortgage. This would allow the mortgagee to sell the properties on to recover the amount lent to the RSL and we have been advised that this is a requirement of mortgage lenders as this restriction on use, decreases the valuation of the sites and therefore it is limiting the RSL's ability to raise funding. Without the possibility of raising funding, RSL's will not be able to develop and provide affordable housing in the county. This amendment is one which is required by RSL's mortgage providers and it is being requested on many applications, not just in Monmouthshire but all over Wales.'

We have sought clarity on approving such amendments from the Welsh Government who have advised us that RSLs in Wales are registered and regulated by the Welsh Ministers under Part 1 of the Housing Act 1996. Effective regulation ensures each RSL is well governed, delivers high quality services and is financially viable whilst recognising the autonomy and independence of Housing Association Boards. In the unlikely event of an RSL facing a potential insolvency event, there are provisions in the Housing Act 1996 which trigger a moratorium providing time for the issues to be addressed with the aim of protecting social housing assets and tenants. Therefore, the risk of default by a Welsh RSL is minimised through the regulatory system and the statutory insolvency provisions. In practice, the RSL sector in Wales has maintained a zero default record for financial reasons since 1974.'

So, to answer your query that, 'will the RSL be able to sell a property at any time, subject to a notification procedure? If so, will the RSL be required to place the balance from the sale, to be held in an account and used to build further affordable housing in the community?' the answer would be 'No'.

Your other queries were not related to the consideration of application DM/2024/01375 but I have had a response from Chris Lowe in MCC Highways as follows:

'I can confirm that we have a signed S278 Agreement with the developer for the off-site highway works. We approved a works start and the works are now mostly complete.'

The other issue you raised relating to the SAB approval process requires input from the Council's SAB team, which I am awaiting. I will forward on any response I receive.

To conclude, I would emphasise that we do very much value the Community Council's contribution to the planning application process and I hope this has explained the background and reasoning behind the approval of the modification of the s106 submission. Apologies once again for not getting back to you sooner on the legal explanation behind the approval of DM/2024/01375

Conclusion:

Following some robust discussion it was agreed; the Clerk should contact Monmouthshire County Council and submit a Freedom of Information request and if there is no response the Raglan Community Council should make a formal complaint to the Public Service Ombudsman for Wales (PSOFW)

5938 Agenda item 11:- To consider presenting the TP1 document to Monmouthshire County Council relating to the CAT.

The Clerk gave a verbal report relating to the submission of the legal document TP1 relating to the transfer of the MUGA and adjoining field to Raglan Community Council from Monmouthshire County Council. The Clerk explained that he has not been able to contact the solicitor who was engaged to undertake this legal work. After some discussion it was agreed that the Clerk should contact the current legal practice and engage a different legal practice.

All those present agreed.

5939 Agenda item 12:- Consider the receipt of invoices and payments made.

Date	Payment to	Amount	Cheque
28/01/26	People Resource Consultancy	250.00	2650
28/01/26	Merlin Waste	352.80	2651
28/01/26	HMRC		2652
28/01/26	HMRC		2653
	Reimbursement to members; Cllr's		0000
28/01/26	Nick Ramsay (Chairs allowance)	1,656.00	2654
28/01/26	Hazel Leacock (Vice Chairs allowance)	656.00	2655
28/01/26	Martine Dorey	156.00	2656
28/01/26	Lynne Eilertsen	156.00	2657
28/01/26	Penny Jones	156.00	2658
28/01/26	Susan Harrington	156.00	2659
28/01/26	Luke Thompson	156.00	2660
28/01/26	Adrian Edwards travelling reimbursement	36.00	2661
28/01/26	Clerks Jan Salary (inc back pay subject to award)		2662
28/01/26	Cancelled		2663
28/01/26	Richard Moorby	156.00	2664

Members of Community and Town Councils are appointed office holders. Whilst not employees, their remuneration is still subject to PAYE rules. Section 316A ITEPA 2003 states no liability to income tax arises in respect of a payment an employer makes to an employee in respect of reasonable additional household expenses which the employee incurs in carrying out duties of the employment at home under homeworking arrangements. This arrangement will apply to the £156 payment made under this Determination.

28/01/28	Raglan School	500.00	2665
28/01/26	Office allowance to Clerk		2663
28/01/26	Mileage reimbursement to the Clerk		2664
28/01/28	Raglan School Grant award	500.00	2665

Those present noted and agreed the above payments

5940 Agenda item 13:- To receive member allowance forms for 2025/26.

The Clerk reminded those present of the undertaking where Members of Community and Town Councils are appointed office holders. Whilst not employees, their remuneration is still subject to PAYE rules. Section 316A ITEPA 2003 states no liability to income tax arises in respect of a payment an employer makes to an employee in respect of reasonable additional household expenses which the employee incurs in carrying out duties of the employment at home under homeworking arrangements. This arrangement will apply to the £156 payment made under this Determination.

At the Finance Meeting on 14th January 2026, it was agreed that any remuneration should paid gross and elected members show the payment on any self-assessment that member makes to the HMRC.

Those present noted the verbal report the Clerk made.

5941 Agenda item 14:- To note the meeting dates for 2026/27.

Date	Meeting	Venue	Time
14 Jan 26	Finance meeting	Fellowship Centre	19:00
28 Jan 26	Council meeting	Fellowship Centre	19:00
25 Feb 26	Council meeting	Fellowship Centre	19:00
25 March 26	Council meeting	Fellowship Centre	19:00
23 April 26	Council meeting	Fellowship Centre	19:00
27 May 26	AGM	Fellowship Centre	19:00
27 May 26	Council meeting	Fellowship Centre	19:00
24 June 26	Council meeting	Fellowship Centre	19:00
22 July 26	Finance meeting	Fellowship Centre	19:00

23 July 26	Council meeting	Fellowship Centre	19:00
23 Sept 26	Council meeting	Fellowship Centre	19:00
21 Oct 26	Council meeting	Fellowship Centre	19:00
25 Nov 26	Council meeting	Fellowship Centre	19:00
9 Dec 26	Council meeting	Fellowship Centre	19:00
13 Jan 27	Finance meeting	Fellowship Centre	19:00
27 Jan 27	Council meeting	Fellowship Centre	19:00
24 Feb 27	Council meeting	Fellowship Centre	19:00
24 March 27	Council meeting	Fellowship Centre	19:00

5942 Agenda item 15:- Consider any correspondence received and forwarded prior to the meeting.

The correspondence that was presented to all members prior to the meeting was noted and no further action required

5943 Agenda item 16:- To consider any reports relating to Street Cleansing in the Community. (standard agenda item)

The Clerk informed those present that the agreement between Monmouthshire County Council and Community Council will commence in February. It had been agreed and there was an understanding between both councils, that the agreement would start on the 1st January to 31 March 2026 and the Service Level Agreement will commence from the 1 April for a rolling twelve-month programme for three years.

All those present noted the verbal report and welcomed the progress

The Clerk reminded those present that he would need members to highlight concerns and provide them on the template that had been circulated to all members.

5944 Agenda item 17:- Items to be included on the agenda of the next meeting. (standard agenda item)

Cllr Harrington asked about the current situation relating to the former Old School on Chepstow Rd. Cllr Harrington expressed concern that officers from Monmouthshire County Council have not progressed the matter following all correspondence between her and the Monmouth Diocesan Trust and Monmouthshire County Council.

Cllr Leacock expressed concern over local flooding in the community, and asked for an item to be included on the next agenda.

5945 Agenda item 18:- To confirm the date of the next meeting 25 February 2026

Chair: _____ Dated 25 February 2026

Meeting closed at 20:25hrs

