

# **Croesyceiliog & Llanyrafon Community Council Business Plan 2019- 2023**

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## **1. INTRODUCTION**

Croesyceiliog and Llanyrafon are areas of Cwmbran within Torfaen County Borough Council's administrative area. Its population is approximately 9,886 ( 2017 figures ) . Croesyceiliog & Llanyrafon Community Council (the Council) consists of 12 Members representing 4 wards: Croesyceiliog North (5 Members); Croesyceiliog South (3 Members); Llanyrafon West (3 Members); and Llanyrafon East (1 Member ) . Currently the Council employs two part time staff. The Council with Cwmbran Community Council has been twinned with Bruchsal since 1979 and remains committed to continue to encourage the growth of educational and cultural links.

In 2012 the Council sought to modernise its ways of working and took the decision to be more proactive and less reactive. The Council decided that to achieve this it needed to have a long term strategy; this was to be in the form of a business plan. The plan is designed to form a long-term vision for the Council to follow; many of the issues identified may take several years to come to fruition and significant amounts of money will be required.

This is the second business plan for the Council, it provides a blueprint for how the Council will work in a co-ordinated way in the best interests of all who live, work and use our services locally. It sets out our mission, purpose, objectives, key actions and finance. It is effectively the Council's 'action plan' for the next five years and will determine the Council's performance and allocation of resources.

This Plan will drive and determine the direction and content of all other internal strategies and the utilisation of resources of the Council particularly through the budget process. The detailed content of the Plan will be strongly influenced by other work as detailed below. The plan is organic in nature and will need to respond to changes in the local community and legislation. Accordingly the plan will need to be regularly reviewed and updated. Internal pressure will largely arise

from plans to improve service provision and quality and the availability of resources. External pressure will arise particularly from our partnership work, other strategic plans and Government legislation.

This Business Plan maps out the Council's hopes and aspirations for the future. Residents and stakeholders will be able to understand and be more aware of exactly what we do. The Plan will assist the Council to take a planned and consistent approach to the:

- design and delivery of the services it provides;
- prioritisation and allocation of its resources;
- achievement of value for money; and
- measurement of performance.

## **2. MISSION**

*Croesyceiliog & Llanyrafon Community Council will work together with residents and other stakeholders, as an inclusive community to improve the quality of life and wellbeing of all residents in social, health, economic and environmental terms. Making the area an attractive and sustainable place in which to live, visit and conduct business.*

To achieve this, Council will:

- Engage in an open dialogue with the residents to understand their needs, and in turn explain how we will address these needs within the resources and powers available to the Council;
- Provide high standard, cost-effective services to help meet the needs and wishes of residents;
- Assist and encourage other bodies to provide such services;

- Embrace collaboration with other organisations to address community needs; and
- Promote the best interests of the area for the betterment of the local community.

The Council will conduct its business by means which are transparent, sustainable, and environmentally friendly that present the best value for money in achieving the actions laid out in this plan.

### **3. PURPOSE**

The role and purpose of the Community Council is to:

- listen to and represent local interests
- act as first point of contact for residents concerns
- improve the local environment
- ensure best value in relation to local taxes
- submit views on planning applications
- support voluntary and community groups for the benefit of the community
- attract Government, Council , lottery and other grants into the area
- provide leadership in the community
- promote local business growth
- ensure its own employees volunteers and trainees are managed and trained to perform their duties to their best ability
- ensure its councillors are trained and kept up to date
- encourage residents to participate in the community's life and or activities.
- produce and review a business plan to guide future activities and expenditure.

The purpose of this business plan is fivefold:

1. To deliver quality outcome focused services
2. To set out the objectives and the plans of the Council.
3. To help the Council fulfil its role and purpose within the community.
4. To communicate the Council's plans and initiatives to its residents.
5. To provide a basis for the residents and stakeholders to become involved in shaping the future of their community.

#### **4. OBJECTIVES**

From the 1<sup>st</sup> April 2016 the Wellbeing of Future Generations Act requires public bodies in Wales to think about residents now and in the future when they make decisions.

The Act has seven goals & the objectives of this Council over the next 5 years have been aligned with the Wellbeing goals and are as follows:

## 1. A prosperous Wales

An innovative , productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately and develops a skilled and well educated population in an economy which generates wealth and provides employment opportunities , allowing people to take advantage of the wealth generated through securing decent work.

Community Council Objectives :

- Set a council tax which is sufficient to realise the Council's objectives whilst recognising the impact upon residents
- Apply resources to reflect the workload and priorities of the Council
- Create an annual reserve for special projects
- Actively seek grants/donations
- Explore the development of services devolved from the principal authority, and if appropriate in collaboration with others, where this will lead to an improvement in that service or a cost reduction for residents.

## 2. A resilient Wales

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.

Community Council Objectives :

- Develop a green strategy

- Set a sustainable budget & maintain minimum revenue reserve of £25k
- Comply with all legislative & audit requirements.

### 3. A healthier Wales

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

Community Council objectives :

- Protect local recreational amenities
- Provide financial assistance to community groups whose primary aim is to improve the wellbeing , health & fitness of residents
- Work in partnership with other Public Bodies to promote activities which will improve physical and mental wellbeing
- Seek opportunities to combat the isolation of elderly & disabled residents

### 4. A more equal Wales

A society that enables people to fulfil their potential no matter what their background or circumstances .

Community Council objectives :

- Consult with residents about their ambitions & aspirations
- Encourage the community to attend Council meetings

- Provide speakers for community groups and schools to explain the role of the Council
- Develop an annual “question time” meeting for residents to question the Council
- Further develop working relationships with local community groups.
- Explore the establishment of a Youth Council

#### 5. A Wales of cohesive communities

Attractive, viable , safe and well-connected communities.

Community Council objectives :

- Collaborate, cooperate and liaise with local associations, public services and existing organisations on the general wellbeing of the community.
- Promote Community Safety & maintain close links with neighbourhood policing team and trading standards
- Support traffic surveys
- Recognise and acknowledge Community Champions.
- Promote a sense of pride in the community
- Further improve the appearance of the community
- Report to the appropriate authority any planning or environmental infringement brought to the Council’s attention.
- Identify areas where litter is a problem, and work with the community to improve those areas.

#### 6. A Wales of vibrant culture & thriving Welsh Language



A society that promotes and protects culture ,heritage and the Welsh Language , and which encourages people to participate in the arts, and sports and recreation.

Community Council objectives :

- Support a diversity of local community groups
- Assess the appropriateness of social media for the Council.
- Maintain and regularly update information on the notice boards
- Produce and distribute Council newsletters
- Publish an annual report including a review by the Chair of Council.
- Issue regular press releases
- Promote visitor information and other general information at the Council Offices.

#### 7. A globally responsible Wales

A nation which, when doing anything to improve the economic, social, environmental and cultural wellbeing of Wales , takes account of whether doing such a thing may make a positive contribution to global well-being .

Community Council objectives :

- Hold meetings with Heddlu Gwent Police and the Office of the Police and Crime Commissioner for Gwent
- Hold meetings with local Councillors from Torfaen County Borough Council.
- Hold meetings with Health partners
- Hold meetings with local business.

- Work more collaboratively with neighbouring Community/Town Councils.
- Engage with local schools and other local youth organisations to ensure that the needs of young people are adequately addressed.

Each of the above 7 objectives have several key actions attached to them & the section below , 6. Review , sets out when those actions will be effected and / or assessed within the life time of this plan.

## **5. FINANCE**

In setting the annual budget the Council will identify its priorities for the coming year and allocate funding. The Council will monitor spend against budget to ensure all resources are used efficiently to deliver best value for money for the Council, residents and business. Notices publicising the electors' right to inspect the accounts and copies of our Annual Returns for the year end, will be published on our website each year.

The Council is aware of the financial pressure on residents and will attempt to limit any increase in its annual precept which forms part of the Council tax bill.

As Council resources are limited the Council will maximise its budget by seeking external grants or funding for special projects. However the Council notes that the availability of such funding will be restricted by the economic downturn. Pressure for funding will undoubtedly extend the time horizons for some of the Council's objectives. Nevertheless the Council proposes to keep our long term ambitions.

## 6. REVIEW

The Council will review and amend the business plan on an annual basis and the Clerk will provide a six monthly report to Full Council outlining progress made to date.

The table below identifies the Actions planned for each year

KEY ACTIONS	2019/20	2020/21	2021/22	2022/23
<b>A Prosperous Wales</b>				
Set a council tax sufficient to realise the Council's objectives whilst recognising the impact upon residents				
Apply resources to reflect the workload and priorities of the Council				
Create an annual reserve for special projects				
Actively seek grants/donations				
Explore the development of services devolved from the principals authority, and if appropriate in collaboration with others, where this will lead to an improvement in that service or a cost reduction for residents				
<b>A Resilient Wales</b>				
Develop a green strategy				
Set a sustainable budget & maintain minimum revenue reserve of £25k				

Comply with all legislative & audit requirements				
<b>A Healthier Wales</b>				
Protect local recreational amenities				
Provide financial assistance to community groups whose primary aim is to improve the wellbeing, health & fitness of residents				
Work in partnership with other Public Bodies to promote activities which will improve the physical and mental wellbeing				
Seek opportunities to combat the isolation of elderly & disabled residents				
<b>A more equal Wales</b>				
Consult with residents about their ambitions & aspirations				
Encourage the community to attend Council meetings				
Provide speakers for community groups & schools to explain the role of the Council				
Develop an annual “ question time “ meeting for residents to question the Council				
Further develop working relationships with local community groups				
Explore the establishment of a Youth Council				
<b>A Wales of cohesive communities</b>				
Collaborate , cooperate and liaise with local associations , public services & existing organisations on the general wellbeing of the community				
Promote Community Safety & maintain close links with neighbourhood policing team and trading standards				

Support traffic surveys				
Recognise and acknowledge Community Champions				
Promote a sense of pride in the community				
Further improve the appearance of the community				
Report to the appropriate authority any planning or environmental infringement brought to the Council's attention				
Identify areas where litter is a problem, and work with the community to improve those areas				
<b>A Wales of vibrant culture &amp; thriving Welsh language</b>				
Support a diversity of local community groups				
Assess the appropriateness of social media for the Council				
Maintain and regularly update information on the notice boards				
Produce and distribute Council newsletters				
Publish an annual report including a review by the Chair of Council				
Issue regular press releases				
Promote visitor information and other general information at the Council Offices				
<b>A globally responsible Wales</b>				
Hold meetings with Heddlu Gwent Police and the office of the Police and Crime Commissioner for Gwent				
Hold meetings with local councillors from Torfaen County Borough Council				
Hold meetings with Health partners				
Hold meetings with local businesses				
Engage more collaboratively with neighbouring Community/Town Councils				

Engage with local schools and other local youth organisations to ensure that the needs of young people are adequately addressed

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**SPECIAL PROJECTS “COMMUNITY THEMES”-**

In preparing this business plan the Council has identified five key themes in which it will work to improve the quality of life for the citizens of Croesyceiliog and Llanyrafon. In considering special projects, which the Council wishes to pursue, the project should accord with one or more of these key areas. The Council recognises to achieve certain projects it will have to work with partners and the community and not in isolation.

**Community Improvements** works to improve the environment we live in such as: tree and bulb planting; working with partners to improve the cleanliness of the Community; sign-posting residents to appropriate services.

**Community Infrastructure** works to improve the local facilities enjoyed by our residents such as: car parking spaces; salt bins; maintenance and installation of benches; working with partners to maintain and improve community infrastructure such as Llanyrafon Social Centre, Woodland Road Sports and Social Centre .

**Community Safety** - works to improve the safety of residents business and visitors, such as: the no cold calling zones; neighbourhood watch; continued support for the play service.

**Community Engagement** – works to make the Council the heart of the Community such as: Council grants/awards; greater use of the Council Offices by community groups; create an information point; surgeries by DWP, CAB etc; newsletters.

**Community Sustainability** – works to minimise the impact we have on the wider community such as; supporting allotments; supporting energy reduction and production; engage with partners to promote a community energy purchase scheme.

**COUNCIL COMMITTEES AND REPRESENTATION ON OUTSIDE BODIES. 2018/19**

**Full Council**

**Business Plan Committee**

**Representatives to:**

- Friends of Bruchsal Trust Fund
- Friends of Bruchsal Management Committee
- TCALC
- One Voice Wales Quarterly Meeting
- Torfaen Local Council's Partnership Committee
- Llantarnum Grange Arts Centre
- Torfaen Aids for the Disabled
- Torfaen Community Transport
- Torfaen Museum Trust
- Torfaen Environmental Trust/ Torfaen Environmental Association
- Torfaen Armed Forces Covenant
- Greenmeadow Farm
- Cwmbran Regeneration Committee
- Torfaen Young People Music & Art Trust
- Congress Theatre Management Committee
- Planning Focus Group
- Torfaen Voluntary Alliance
- Cwmbran Centre for Young People