



**CROESYCEILIOG AND LLANYRAFON COMMUNITY COUNCIL**  
**CYNGOR CYMUNED CROESYCEILIOG a LLANYRAFON**  
**Caring for the Community**

**MINUTES OF MEETING**  
**BUSINESS PLANNING COMMITTEE**  
**Wednesday 12<sup>th</sup> February 2025 AT 6.00PM**

**All members were invited to attend**

**Present:**

Cllr C Crick (Chair)  
Cllr V Williams  
Cllr S Matthews

Cllr M Price  
Cllr D Williams  
Cllr J Boycott

Sian Davies, Clerk  
Kelly Lewis, Administrator

**1. Apologies**

Cllr L Boycott, Cllr D Dewar, Cllr N Davies

**2. Presentation/Workshop**  
**None**

**3. Declarations of Interest**

Cllr M Price – Community Garden, Chair of Hwb  
Cllr J Boycott- Community Garden

**4. Minutes of Business Planning Committee Meeting 8<sup>th</sup> January 2025**

Members received and considered the Minutes of the BPC Meeting 8<sup>th</sup> January 2025.

**RESOLVED:** Members approved the Minutes

**5. Matters Arising**

None

**6. Review of Project Plan & Planting Suggestion List**

The updated plan was discussed and:

- Traffic survey on The Highway, Croesyceiliog - TCBC has been requested to alter the speed indicator to show speeds up to 40mph instead of 30mph as discussed – awaiting response
- Riverbank erosion - Outstanding issues reported to the last BP meeting have been reported and TCBC has confirmed further riverbank remediation is needed. They are working with NRW to resolve all the areas that need attention. Soil sampling the allotments is not thought to have taken place, but the TCBC officer agreed to contact the Access & Recreation team to follow this up and advise us of next steps
- Memorial area - The trees are ready to be planted. A date needs to be set for anyone interested in helping to plant to meet. The benches are in hand. The Clerk will send a suggested date to all members who will have the opportunity to partake in planting, the Clerk will also liaise with Kris Thobroe to determine whether any other materials are required for planting

- Street poppies – members asked whether the street poppies had yet been returned by the installer, the administrator to arrange for poppies to be returned
- Education project - Cllr Matthews confirmed the headteacher is in favour of the project but could not commit until the Spring. Cllr S Matthews to liaise with headteacher to arrange for Clerk & Cllr Matthews to visit.
- The Chair suggested that some items from the project plan could now be removed at the Clerk's discretion

### **Trees and planting**

#### **Updates to planting list below**

- Tree planting suggestion costs from Bron Afon were agreed at a total of approx. £600-£700 which includes trees and stakes. The Clerk has arranged to meet with Mark Burchell, BA on 20<sup>th</sup> February to discuss further
- Cllr D Williams suggested removing the planting suggestion at Llanyrafon AFC pitch as trees have been recently planted
- The Clerk is awaiting an update from TCBC regarding cherry tree planting at the Boating Lake car park, the Clerk will chase a response and suggest a site meeting to discuss

## **7. Items for discussion**

- 7.1 - **Review of procedure for large grant funding**  
Members received a proposed letter to larger grant recipients to peruse prior to the meeting. Members agreed the letter to be sent together with an application form when the grant applications are open. It was agreed the letter is transparent and provides organisations with an opportunity to share their current and future work with CLCC. The Clerk will liaise with Cllr M Price and make amendments to the application form to include naming the form 'grant application form for larger grants', as well as to request a copy of the applicant's accounts to support their application. The existing application forms for small organisations grants and project grants remains unchanged.
- Members who attended the Joint Meeting with Cwmbran CC also discussed the minutes from the meeting to provide clarification as some members had not yet viewed them. Members agreed once the suggested amendment was made to the minutes and sent by Cwmbran CC's Clerk, they will be circulated to members – members noted
- 7.2 - **Grant form from Torfaen Community Transport**  
Members discussed and considered the late grant application and suggested a grant amount of £250 to be approved by FC at the next meeting.
- 7.3 - **Grant form from Llanyrafon AFC**  
Members discussed and considered the project grant form and supporting documentation and agreed that they were supportive of the project when previously discussed, and that the project would benefit residents as well as the club. Members agreed a £5000 contribution to the costs.
- 7.4 - **Bird boxes and planters**  
Cllr D Williams visited Able to discuss the items they made who advised that materials were supplied by TCBC, and provided a price list to share what they make and costs including hedgehog boxes, bird boxes and planters. Kris Thobroe also advised Cllr Williams that environmental funding may be available to purchase items for the local area. Members suggested areas including the local schools, community garden, and the memorial area at Hwb, Woodland Road. It was agreed that members to consider potential sites to be suggested at the next BP meeting

## **8. Next Meeting – 12<sup>th</sup> March 2025**

There being no further business to discuss, the meeting was closed at 7.00pm

Signed:.....(Business Planning Committee Chair) – 12.03.25