



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

MINUTES OF MEETING
BUSINESS PLANNING COMMITTEE
Wednesday 13th May 2026 AT 6.00PM

Present:

Cllr C Crick (Chair)
Cllr D Dewar
Cllr M Price

Cllr V Crick
Cllr D Williams
Cllr N Davies

Sian Davies, Clerk
Kelly Lewis, Administrator

1. Apologies

Cllr J Boycott

2. Presentation/Workshop

None.

3. Declarations of Interest

Cllr D Williams – Torfaen County Borough Council Member
Cllr M Price – Hwb, Croesyceiliog Community Garden

4. Minutes of Business Planning Committee Meeting 15th April 2026

Minutes of the Business Planning Meeting held 15th April 2026 were approved as an accurate record.

RESOLVED: Members approved the Minutes

Proposed by Cllr N Davies seconded by Cllr D Williams, **agreed** unanimously

5. Matters Arising

None

6. Review of Project Plan & Planting Suggestion List

The updated plan was discussed and:

-Trees and flowers – The Clerk asked TCBC if introducing markers to identify planted areas in grass could be considered. TCBC likes the idea and suggests small treated wooden stakes painted with white or hi-vis paint. Confirmation has been requested if this is something we or TCBC would fund. Cllr D Williams identified planted areas during a site meeting with Veronika Brannovic. The Clerk also advised members there had not yet been an update from Bron Afon regarding concerns reported at Gower Green.

-Litter bins - A teams meeting was held and officers are considering the request. Also being considered is an additional bin opposite the Education Centre. They did react positively to the request and confirmed that if they place the bins, they would be automatically included in collection schedules. The clerk will chase a further update.

-Riverbank erosion – Members are hoping Cllr Matthews will provide an update at the next BP meeting.

-Woodland Road Projects – The Clerk liaised with Llantarnam Grange Arts Centre regarding restoration of the painted mural who were happy to support. The Clerk has also liaised with Hwb who have applied for a grant to update the play park, including the addition of a story telling area, and are hoping to begin the works late summer. It was suggested that an update to the play park area could be undertaken as a joint venture including tree planting to provide shade. Members were keen to support the project, which will also consider the wishes of the family of the little boy whose memory is dedicated to the park. The Clerk will update LGAC with their expected timescale.

-Street Poppies – It was decided no additional poppies would be needed this year.

-Community Spaces Project – Members agreed to add Croesyceiliog Community Garden to the project and discussed other potential sites within the community to be developed as a community garden. Cllr D Williams suggested a site on Llanyrafon Way which would provide an opportunity for school children at Llanyrafon Primary School to support. Cllr D Williams to send a photograph and What3Words to the Clerk.

Cllr M Price also suggested a site near Ty George Lansbury which, if developed, could provide an opportunity for cross generational projects with the residents of Ty George Lansbury and the nursery children. Cllr M Price to liaise with Ty George Lansbury staff and Cllr D Williams to liaise with Hedyn to arrange a meeting to discuss further.

Cllr Crick invited members to consider other areas within the community to add to the project.

-Outdoor Exercise Equipment – to be removed from the project plan.

Cllr V Crick advised several street signs require replacement due to damage, the Clerk will contact TCBC to clarify their policy on replacement street signs.

Tree Planting

- Woodland Road Play Park to be added to the planting list.
- Cllr D Williams suggested adding planting of 2 trees to the area near Mill Wood to act as bollards to prevent vehicles churning up the grass. Cllr Williams to determine What3Words and share with the Clerk.
- The Clerk is still awaiting an update from Bron Afon regarding planting sites previously suggested and will chase a response.
- Cllr D Williams suggested wildflower planting at the site of the installation of the green roof bus stop on Llanfrechfa Way
- Following Cllr Williams' site meeting in Llanyrafon with Veronika Brannovic, TCBC, Cllr C Crick suggested Veronika is invited to attend a site meeting or business planning meeting to discuss planting within Croesyceiliog.

7. Items for Discussion

7.1 Employees Appraisal Review

Members were satisfied with employee appraisals and were asked whether they approved of the employee's salary incremental rise.

RESOLVED: Members approved

Proposed by Cllr D Williams seconded by Cllr M Price, **agreed** unanimously

7.2 Red Telephone Box Project Update

The Clerk is still awaiting an update from the contractor, Cllr Crick advised he will visit the workshop for an update.

7.3 Consideration of a small Events committee

Members were in favour of forming a small Events committee to support the planning of any small events through ad-hoc committee meetings. It was agreed to add to the Full Council agenda to determine the size and membership of the committee.

7.4 Cwmbran Big Event preparations

Members suggested a map is displayed at the event illustrating past completed projects. Members agreed for the Clerk and Administrator to determine and purchase any additional items needed within the event's budget.

7.5 Torfaen Play

Members were made aware of emails from a local borough councillor, and Llanyrafon Primary school, concerning local Torfaen Play provision as a decision has not yet been made on grant funding due to insufficient information required as part of the application.

Members were disappointed at the tone of the email received from the borough councillor which was based on the information they had received from Torfaen Play. Members agreed that they would be supportive of the provision if the information provided answered councils queries.

Members reiterated that provision was available within the budget to support the provision, and following a change to the grant application process, which applies to all organisations, the importance of obtaining the full requested information is essential to provide a clear audit trail when awarding funds. Members also reiterated that although forthcoming accounts information may be unavailable, projected costs could be included based on previous figures.

It was agreed Cllr D Williams to arrange to meet informally with the local borough councillor to clarify the changes to the grant application process, and Council's desire to, following receipt of the information required, be able to consider the application and determine any grant funding to support provision within the community.

7.6 Larger Grants Application Form

The Clerk suggested amendments to be added to the larger grants application form to obtain information relating to each organisations' future projects. Members were in favour and suggested taking to Full Council.

RESOLVED: Members approved

Proposed by Cllr M Price, seconded by Cllr D Dewar, **agreed** unanimously

8. Date of Next Meetings

Annual General Meeting – Monday 18th May at 5.30pm

Full Council meeting – Monday 18th May 2026 at 6pm

Business Planning meeting – Wednesday 10th June 2026 at 6pm

Local Community Resilience Committee meeting – TBA at 5.30pm

There being no further business to discuss, the meeting was closed at 7.25pm

Signed:.....(Business Planning Committee Chair) – 10.06.26