CROESYCEILIOG AND LLANYRAFON COMMUNITY COUNCIL
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Caring for the Community

MINUTES OF MEETING
BUSINESS PLANNING COMMITTEE
Wednesday 9th September 2026 AT 6.00PM

Present:

Cllr C Crick (Chair)
Cllr V Williams
Cllr N Davies
Cllr V Crick (Via Teams)
Cllr D Williams
Cllr J Boycott

Sian Davies, Clerk
Kelly Lewis, Administrator
Caroline Genever-Jones, TCBC

1. Apologies

Cllr M Price, Cllr S Matthews, Cllr D Payton

2. Presentation/Workshop

Caroline Generver-Jones - TCBC

Caroline attended the meeting to update members and address any queries relating to the Community Review. Members were advised that legislation has now been set for the review which will result in a change to the boundaries for Croesyceiliog and Llanyrafon Community Council, and the responsibility of three wards; Croesyceiliog North, Croesyceiliog South and Llanyrafon West, which was illustrated by a boundary map which was previously shared with members. Members were advised though that there would be no change to the number of Council's members.

Changes to the boundary will affect the number of residencies and their bandings, which is likely to result in a reduction of the current precept, but members were advised that there would not be a considerable change to the electorate. Cllr D Williams also suggested any reduction may be offset by the current development at the existing County Hall site. Members also reiterated that the Community Councils review recommendations have been adopted.

Caroline advised that the official change would not take effect until the next Local Government Elections in May 2027, and that any precept from council tax will be set by Welsh Government effective from April 2027 in line with the council tax year. Caroline has also requested a briefing note regarding the council tax and will share with the Clerk once received.

Cllr V Crick joined the meeting via Teams at 6.10pm

Cllr J Boycott queried the need for the Community Review and was advised that the review is implemented at least once every ten years, but that the agreed changes would now reflect the electoral constituencies.

Cllr V Williams left the meeting at 6.20pm

Caroline advised that feedback responses from initial public consultations would be shared with Council and offered to return to a Council meeting to share further information prior to the 2027 elections, members invited her to attend January's Full Council meeting which was agreed.

Members thanked Caroline for attending.

3. Declarations of Interest

Cllr D Williams – Torfaen County Borough Council Member
Cllr J Boycott – Community Garden

4. Minutes of Business Planning Committee Meeting 9th July 2026

Minutes of the Business Planning Meeting held 9th July 2026 were approved as an accurate record.

RESOLVED: Members approved the Minutes

Proposed by Cllr D Williams seconded by Cllr V Crick, **agreed** unanimously

5. Matters Arising

-Christmas tree lights – Cllr J Boycott recently met with Dan Oliver who advised that Hwb are arranging a community Christmas event for 28th November at Woodland Road, and Cllr Boycott suggested combining the event with the Christmas tree light switch on. Members agreed it would be a good opportunity to collaborate and support the community event, particularly as the community Christmas tree was welcomed by residents last year.
It was agreed the Events Committee will arrange a meeting to discuss the event, the Grants evening, and Remembrance Sunday, and will liaise with Hwb regarding the plans.

RESOLVED: Members approved, **agreed** unanimously

6. Review of Project Plan & Planting Suggestion List

The updated plan was discussed and:

-Trees and flowers – A date was set for 21st August to plant up the planters on Edlogan Way. A request for volunteers was sent to all Members and put out Council's social media.
- Clerk to liaise with Bron Afon/TCBC regarding the list of potential planting sites in readiness for planting season, as well as their plans to work collaboratively to maintain planters.
-Members agreed to remove the Coronation Tree planting from the suggestions due to time passed.
-Clerk to liaise with TCBC regarding planting on local roundabouts to determine the areas that are left for growth when maintained to ensure any future planting is successful.
-Members agreed to continue to support maintenance of community planters as a project through the Community Garden.

-Traffic Survey on The Highway - A request to amend the SID on The Highway to show speeds in excess of 25mph was sent to TCBC and the response advised that the limit is lower due to some drivers using the SID as a challenge to increase speed, but that someone will be sent to the site to check the set speed.
Members were also advised that James Llewellyn, PCSO will be changing role from 26th September, and Council are awaiting an email from the newly appointed Sergeant to determine the newly recruited PCSO for Llanyrafon. Members also raised concerns that Alex Rouf, PCSO for Croesyceiliog has not planned any additional surgery dates. Members asked that the Clerk contact the sergeant to again raise their concerns despite previous communication.
-Riverbank erosion- Cllr Matthews met with the officer and reported the outcome to Members. A progress update has been requested re the issues discussed and a response is awaited.
-Memorial Area- Discussed in item 5.
-Christmas Tree Lights and Events – Discussed in item 5.
-Community Garden – Cllr Boycott advised members the garden is looking good, and that the group have been nominated for a TVA award.
-Heritage Phone Box – The box is in place and final preparations for it to be completed are in hand.

-Project Ideas

Cllr C Crick suggested a site on The Highway as a potential site for a second community orchard, Clerk to liaise with TCBC.

Cllr C Crick advised that no further project ideas had been received from members, but a reminder would be given to share any suggestions at FC.

7. Items for Discussion

7.1 **Cwmbran Tennis Project Grant Application**

Members considered the application and noted that the organisation would fall under Pontypool Community Council. Members agreed that due to Council's responsibility to our own area and not wanting to impinge on activities in other areas, as the organisation has members from within our wards the application would instead be considered within our small grant application process, and a response would be sent to the organisation to signpost them to Pontypool Community Council.

Proposed by Cllr D Williams, seconded by Cllr C Crick, **agreed** unanimously.

7.2 **Sbarc Media Meeting Outcome**

Cllr C Crick advised members that Hwb have shared information received from Sbarc who a large company who will be providing web design and social media services to Hwb, and have sent a proposal to the Community Council to offer similar services. Cllr Crick has requested information regarding an alternative requirement and will report back to Council once received. Members agreed it would provide an opportunity to further promote the Community Council.

Cllr D Williams left the meeting at 7.20pm

Members discussed Council being more present within the community and developing closer working partnerships with Hwb and other local organisations. Members suggested inviting Dan Oliver, Hwb to a future meeting.

Proposed by Cllr C Crick, seconded by Cllr J Boycott, **agreed** unanimously.

7.3 **Any Other Business**

-Correspondence – Cllr C Crick suggested itemising received correspondence within the FC meeting agenda. To be added to the FC agenda.

-Grant Update – Administrator advised members of the number of small grant applications received and reminded that the closing date was Friday 11th September, and requested this would be shared with any organisations who were still interested in applying. Members noted.

8. Date of Next Meetings

Full Council meeting – Monday 28th September 2026 at 6pm
Business Planning meeting – Wednesday 14th October 2026 at 6pm
Local Community Resilience Committee meeting – TBA at 5.30pm
Events Committee - TBA

There being no further business to discuss, the meeting was closed at 7.35pm

Signed:……..(Business Planning Committee Chair) – 14.10.26