

**MINUTES OF A MULTI-LOCATION MEETING OF PONTYPOOL COMMUNITY  
COUNCIL HELD ON WEDNESDAY 28 SEPTEMBER AT 6.30PM**

**In attendance:**

Councillor: Matt Ford# (in the Chair)

and Councillors: Nathan Warren#, Gaynor James#, Jon James#, John Killick#, Rose Matthews#, Nick Byrne#, Jonathon Martin#, Giles Davies\*, Jon Horlor\*, Anne Gunter\*, Lizzie Hunt\*, Jools Rogers\*, Bob Rogers\*, Nick Jones\*, Ben Rapier\* and Caroline Price\*.

Officers: Lisa McMail (Clerk)#, Cindy Challenger (Project and Event Manager)# and Rebecca Cronin# (Events Officer).

\* Attending remotely via Microsoft Teams

# Attending physically in the Council Chamber

*The meeting was recorded for minute taking purposes as agreed by Members.*

Min. no.	Subject and decision	Action
165.	<b><u>Questions from the public</u></b>  No public questions were received.	
166.	<b><u>Apologies for absence</u></b>  Apologies for absence were received from Councillors Richard Overton, Nick Simons and Lyn Clarkson.	
167.	<b><u>Declarations of Interest</u></b>  Councillors Gaynor James, Jon James, Rose Matthews, Nick Byrne and Giles Davies declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as being members of Pontypool Community Council.	CP
168.	<b><u>Council – 27 July 2022 – minutes</u></b>  <b><u>RESOLVED:</u></b> that the minutes of the above meeting be confirmed as a correct record and signed by the Chair.	

169.	<p><b><u>Policy and Finance Committee – 7 September 2022 - minutes</u></b>  <i>Cllr Jonathon Martin entered the meeting at this point</i></p> <p>Councillor Lizzie Hunt suggested amendments to minute number 164. Initial meeting to review staffing and funding vision to now take place on 8<sup>th</sup> November. Pre-budget day to take place on 22<sup>nd</sup> November. Both meetings will commence at 5.30pm. All agreed to meetings and that invites should be sent out as soon as possible.</p> <p><b><u>RESOLVED:</u></b></p> <ul style="list-style-type: none"> <li>(i) that the minutes of the above meeting be approved with amendments to the dates of the meetings</li> <li>(ii) Staffing and Vision meeting to be held on Tuesday 8<sup>th</sup> November at 5.30pm</li> <li>(iii) Pre-budget day to be held on Tuesday 22<sup>nd</sup> November at 5.30pm</li> </ul>	LM
170.	<p><b><u>Financial Management and Governance</u></b></p> <p>It was proposed that a date be set for a governance day, with food to be included. The Chair reiterated that it was important for all members to attend. A date was set for Saturday 22<sup>nd</sup> October at 10am.</p> <p>Councillor Lizzie Hunt proposed that a working group be created and a meeting set up, members were asked to volunteer. Members interested are Cllrs Rose Matthews, Lizzie Hunt, Matt Ford, Gaynor James, John Killick, Bob Rogers and Jools Rogers. Apologies given by Cllr Anne Gunter.</p> <p><b><u>RESOLVED:</u></b></p> <ul style="list-style-type: none"> <li>(i) that the governance day be set for Saturday 22<sup>nd</sup> October at 10am – with meeting invites to be sent as soon as possible.</li> <li>(ii) that a working group meeting be set for Thursday 13<sup>th</sup> October at 6.30pm.</li> </ul>	LM LM
171.	<p><b><u>Preparing for Budget 23/24</u></b></p> <p>Cllr Lizzie Hunt proposed the budget day be set for Wednesday 7<sup>th</sup> December at 5.30pm. Agreed, apologies given by Cllr Caroline Price. It was requested that the invite be sent as soon as possible.</p> <p><b><u>RESOLVED:</u></b> that the budget day be set for Wednesday 7<sup>th</sup> December at 5.30pm – with meeting invites to be sent as soon as possible.</p>	LM

172.	<p><b><u>Resignation of Councillor K. James</u></b></p> <p>The letter of resignation was accepted by the Council and it was agreed that a letter of thanks be sent to Keith James. The process for a new Councillor for New Inn is that an advert will be put out and applicants invited to come forward for the role.</p> <p><b><u>RESOLVED:</u></b></p> <ul style="list-style-type: none"> <li>(i) that a thankyou letter be sent to Keith James</li> <li>(ii) that an advert be placed for the role of New Inn Councillor.</li> </ul>	LM LM
173.	<p><b><u>Planning Applications</u></b></p> <p>Members received and considered details of planning applications submitted to TCBC, on which the Community Council was being consulted. No observations were raised on any of the applications.</p> <p><b><u>RESOLVED:</u></b> that the observations (or absence of observations, as the case may be) outlined in the appendix attached to these minutes be submitted to Torfaen County Borough Council.</p>	CP
174.	<p><b><u>Planning Applications: Plenary Powers</u></b></p> <p>Members received the list of observations made on planning applications between meetings, under plenary powers.</p> <p><b><u>RESOLVED:</u></b> that the observations outlined be noted.</p>	CP
175.	<p><b><u>Planning Determinations</u></b></p> <p>Members received and noted Torfaen County Borough Council planning determinations, including reasons for approvals or refusals.</p> <p><b><u>RESOLVED:</u></b> that the planning determinations be noted.</p>	CP
176.	<p><b><u>Litter/Doggy Bins</u></b></p> <p>The Events Officer asked Members to look at the bins on page 33 of the report and decide whether they could be taken from the list, or if alternative locations could be found.</p>	

	<p>11. Brynwern – bottom of North Road – Agreed to remove from list.  13. Garndiffaith and Varteg – Junction of Cross Street and Neville Street – Cllr Davies and Clarkson to find alternative location.  15. Brynwern – bottom of Parkes Lane – Agreed to remove from list.  16. Sebastopol – cycle path – Location is suitable, ask Streetscene to proceed.  20. Cwmyrnyscoy – Nature reserve – Able to proceed.  21. Sebastopol – School Crescent – Need to speak with Bron Afon.</p> <p>Cllr Nick Jones commented that he has asked for a new bin in Lower New Inn ward near the Police Station – email will be sent to Officers to add to the list.</p> <p>Cllr John Killick commented that perhaps a representative from Bron Afon be asked to attend a meeting at PCC. Members agreed that there is a barrier preventing bins and notice boards being added to the Community because of land ownership. A meeting should be set up with Sian Watkins from Streetscene, TCBC and Bron Afon to discuss a working partnership around doggy/litter bins.</p> <p>Cllr Davies mentioned contacts of Rachel Durrell – Neighbourhoods at TCBC and Alan Bright at Bron Afon.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>(i) that the two bin locations for Brynwern be removed from the list and Cllr Nick Simons be informed.</li> <li>(ii) that Cllr Davies and Clarkson find an alternative location for a bin in Garndiffaith and Varteg area.</li> <li>(iii) that Sian Watkins at Streetscene be contacted in regards to the Sebastopol and Cwmyrnyscoy bins</li> <li>(iv) that Bron Avon be contacted again in regards to the school Crescent bin</li> <li>(v) that the bin in Lower New Inn be added to the list once details are received from Cllr Nick Jones</li> <li>(vi) that a meeting be set up with Sian Watkins, TCBC and Bron Afon to discuss a working partnership</li> </ul>	<p>CC</p> <p>Members</p> <p>CC</p> <p>CC</p> <p>CC</p> <p>LM/CC</p> <p>/Members</p>
177.	<p><b><u>Notice Boards</u></b></p> <p>The Project and Event Manager stated that all notice boards have been assessed and as stated in the report 4 were in urgent need or replacement.</p> <p>Cllr Davies proposed that heavy duty boards should be invested in and that perhaps the number of boards be condensed to just</p>	

	<p>one per area which would be easier to manage. The Projects and Events Manager confirmed that quotes for new noticeboards were for recycled timber with no maintenance needed for 20 years.</p> <p>Cllr Gunter noted that not everyone uses Social Media especially in Griffithstown, so the boards provide another opportunity for the public to access information.</p> <p>It was confirmed that the 4 notice boards on the list be concentrated, however the budget would be lacking of £3000. Cllr Hunt confirmed that there was enough money in reserves to subsidise this.</p> <p>The remainder of the notice boards on the list would be assessed at a later date and their position in the community be re-evaluated at that time, with the potential to have only 1 board per area.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>(i) that the 4 recycled timber noticeboards be purchased and installed at a cost of £3000 each</li> <li>(ii) that £3000 be moved from reserves to cover the cost, putting the budget for notice boards at £12,000</li> </ul>	<p>CC</p> <p>CC</p>
178.	<p><b><u>Play Equipment</u></b></p> <p>Cllr Nathan Ward stated that refurbishing a play area can be ~£100,000. Therefore he proposed that a report is needed from TCBC to show where items are in dis-repair or new items needed throughout the wards.</p> <p>The Project and Event Manager confirmed that currently there is £39,000 in the budget for play equipment, with £18,000 currently being spent on Pontypool Park play area and a further £5000 needing to be kept for its maintenance.</p> <p>Cllr Davies stated that he had been approached regarding the small park on the Varteg and he stated that he wished for the park to be added to the list to be looked at for new items of play equipment.</p> <p>The fencing around the play area in Pantygassesg was considered and agreed that the play equipment budget could not be used for fencing.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>(i) that a report be obtained from TCBC regarding play equipment in Pontypool areas</li> <li>(ii) that the request for funding for fencing around the Panygasseg play area be declined.</li> </ul>	<p>CC</p> <p>CC</p>

179.	<p><b><u>Autumn/Winter Competitions</u></b></p> <p>Members were asked to consider whether it was viable to run the outdoor Christmas Light Competition. It was agreed due to fuel prices and the lack of entries last year that the competition not be held for 2022.</p> <p>It was agreed that the Pontypool Town Best Dressed Christmas Window competition continue this year with the same prize money as last year.</p> <p>The Project and Event Manager stated that Friends of Pontypool and Pontypool Indoor Market had requested funds to help with their Halloween celebrations. It was agreed that £200 be taken from the New Events budget to be allocated to the Halloween event.</p> <p><b><u>RESOLVED:</u></b></p> <ul style="list-style-type: none"> <li>(i) that the Pontypool and District Outdoor Light Competition not be held in 2022</li> <li>(ii) that the Pontypool Town Best Dressed Christmas Window competition be held in 2022 with prize money of £300 first, £200 second and £100 third.</li> <li>(iii) that £200 from the New Events budget be awarded to Friends of Pontypool/Pontypool Indoor Market to assist with their Halloween event</li> </ul>	<p>RC/AA</p> <p>RC/AA</p> <p>LM/CC</p>
180.	<p><b><u>Christmas Cavalcade</u></b></p> <p>The Events Officer asked that the parade for the event be considered as the Horse and Carriage is no longer available for this event and it was a major part of the parade in the past.</p> <p>The Projects and Events Officer stated that enquiries had been made for a Land Train or a Chitty Chitty Bang Bang car that could be used as part of the parade for Father Christmas to ride in.</p> <p>The Members all agreed that the Land Train seemed a great idea as a lot of children would be able to participate in it.</p> <p>It was agreed to continue with the parade and that if possible and depending on costs the Land Train be booked for the event.</p> <p>It was confirmed that Inflatable Gingerbread, Brass Elves Quartet, Christmas Gent on uni-cycle, Face painters, Photo booth and Characters had all been booked for the event. The Project and Events Manager mentioned that Drummers could also be good for the event</p> <p>The Events Officer also asked Members to consider the Autumn Photography competition. It was agreed that the competition take place and that the theme be “Animals in Winter”.</p>	

	<p><b><u>RESOLVED:</u></b></p> <p>(iv) that depending on costs and availability the Land Train be booked for the event</p> <p>(v) that quotes for Drummers for the event be sourced</p> <p>(vi) that the Autumn/Winter photography competition continue this year with the theme “Animals in Winter”.</p>	CC/RC /AA
181.	<p><b><u>ACT Ongoing Rental of Office Space</u></b></p> <p>The Clerk proposed that the renting of the top floor to ACT be extended. It was confirmed that there were no issues from Staff or Youth Workers.</p> <p>All agreed to extend.</p> <p><b><u>RESOLVED:</u></b> that ACT be told that they can continue to rent the top floor of the Council Offices</p>	LM
182.	<p><b><u>Armed Forces Community Covenant</u></b></p> <p>Cllr Gaynor James proposed that the covenant be signed by a Member at the Civic Centre on 25<sup>th</sup> October 2022 at 10am. Cllr James stated that she would be willing to sign as she has a lot of involvement with the Armed Forces, however she would enquire whether she could pre-sign as she was not available on 25<sup>th</sup> October.</p> <p><b><u>RESOLVED:</u></b></p> <p>(i) that the Covenant be signed by Cllr Gaynor James</p> <p>(ii) that the Clerk confirm the arrangements with Mr Alan Vernon-Jones of Welsh Language and Armed Forces Policy Officer.</p>	GJ LM
183.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b><u>RESOLVED:</u></b> By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p>The recording of the meeting was stopped.</p>	

Chair .....

**Appendix to the minutes of Full Council -  
Wednesday 28<sup>th</sup> September 2022**

<b>1</b>	<i>Plan Number</i> <b>22/P/0537</b>	<i>District reference</i> Pontypool	<i>Site reference</i> Ladbroke Racing Ltd, 17 - 19 Commercial Street, Pontypool	<i>Other reference</i>
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**Proposed change of use from betting shop (use class A2) to  
non-residential training establishment (use class D1)**

**OBSERVATIONS FROM PONTYPOOL COMMUNITY COUNCIL: None**

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<b>2</b>	<i>Plan Number</i> <b>22/P/0547</b>	<i>District reference</i> Snatchwood	<i>Site reference</i> Thomas House, Hanbury Road, Pontnewynydd	<i>Other reference</i>
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**Proposed new dwelling to replace existing partially built dwelling**

**OBSERVATIONS FROM PONTYPOOL COMMUNITY COUNCIL: None**

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<b>3</b>	<i>Plan Number</i> <b>22/P/0606</b>	<i>District reference</i> Snatchwood	<i>Site reference</i> Rhiw Ffrance House, School Road, Pentwyn	<i>Other reference</i>
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**PROPOSAL: Change of use of residential garage to workshop to allow for  
business use**

**OBSERVATIONS FROM PONTYPOOL COMMUNITY COUNCIL: None**

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<b>4</b>	<i>Plan Number</i> <b>22/P/0634</b>	<i>District reference</i> Abersychan and Cwmavon	<i>Site reference</i> Lower Little Beili Glas Farm, Cwmavon, Pontypool	<i>Other reference</i>
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**Proposed two storey front extension, porch, roof extension and two storey  
rear extension**

**OBSERVATIONS FROM PONTYPOOL COMMUNITY COUNCIL: None**

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<b>5</b>	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
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**22/P/0648** St. Cadocs and  
Penygarn

St. Albans RC High School, Park  
Road, Penygarn

**PROPOSAL: Works are required to stabilize a dangerous structure at the rear of the listed building and adjacent to Pontypool Park. The work will require taking down a brick wall, salvaging the brick & copings ready for reuse, clearing debris to assess foundations and rebuilding the wall by reusing the salvaged bricks.**

**OBSERVATIONS FROM PONTYPOOL COMMUNITY COUNCIL: None**

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<b>6</b>	<i>Plan Number</i>	<i>District reference</i>	<i>Site reference</i>	<i>Other reference</i>
	<b>22/P/0668</b>	St. Cadocs and Penygarn	36 College Road, Penygarn, Pontypool	

**PROPOSAL: 2 storey rear extension, bay window/porch to front & parking area to frontage**

**OBSERVATIONS FROM PONTYPOOL COMMUNITY COUNCIL: None**

**CYNGOR CYMUNED PONT-Y-PŴL**  
**Declarations of Interest**

**MEETING: Full Council**  
**DATE: Wednesday 28<sup>th</sup> September 2022**

<u>Name of Member</u>	<u>Interest Declared</u>
Councillor Jon Horlor	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.
Councillor Gaynor James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.
Councillor Giles Davies	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.
Councillor Jon James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.
Councillor Rose Matthews	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.
Councillor Nick Bryne	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.