



**20th March 2024**

Dear Councillor.

Pursuant to the requirements of **Section 47 of the Local Government and Elections (Wales) Act 2021**, you are hereby summoned to attend a meeting of the Full Council which will be held on a hybrid basis in the Council Chamber at **101, High Street, Blaenavon** and remotely on **Wednesday the 27th of March 2024 commencing at 6:30pm** for the purpose of transacting the business shown in the agenda set below.

Should you wish to attend the meeting remotely, you should contact the Chief Officer to the Council to request a remote invitation.

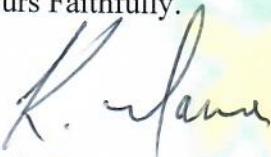
Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Chief Officer.

### **Agenda**

1. To receive any questions from the public.
2. To receive and accept apologies.
3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the agenda.
4. To receive an update from Mr Lyndon Puddy (**Head of Public Services Support Unit Torfaen County Borough Council**) regarding CCTV cameras located with Blaenavon.
5. To receive a presentation from Rebecca Osmond (**Shining Stars Music Academy**) regarding the Community Dementia Choir.
6. To discuss and make a determination regarding the Community Dementia Choir.
7. **Mayor's Announcements:** To receive the mayor's announcements.
8. **Council Meeting:** To confirm the minutes of the Full Council meeting held on the 28th of February 2024.
9. **Chief Officer's Update:** To receive the Chief Officer's update.

10. To receive Cllr updates regarding recent attendance at outside bodies committee meetings, together with any relevant community / partnership engagement.
11. To receive an update from Sophie Johnson - Community Development and Wellbeing Officer (**March 2024**)
12. To receive, discuss, and make any relevant determinations regarding the renewal of membership to One Voice Wales for 2024/25.
13. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2024/25. Relevant updates or new projects as notified.
14. To receive, discuss and make a determination regarding planning applications.
  - MMCA/24/P/0058/FUL
15. To receive, discuss and make a determination regarding donation requests.
  - Rebecca Osmond - Shining Stars Music Academy.
  - Sarah Higgs - Torfaen Tourism Association.
  - Lyndsey Harris - LAF Designs.
16. To receive, discuss and make any relevant determinations concerning items relating to correspondence.
17. Other Matters (**At the discretion of the Chairman**)

Yours Faithfully.



Kevin Warren. MLoL. FCMI.  
Chief Officer & RFO  
Blaenavon Town Council





Summary (Notes) of the Full Council meeting of Blaenavon Town Council held on **Wednesday the 27<sup>th</sup> of March 2024 at 6:30 pm** on a hybrid basis in the council chamber at **101 High Street Blaenavon** and remotely in accordance with the **Local Government and Elections (Wales) Act 2021**

The full minutes of the meeting are subject to confirmation at the Full Council meeting to be held on **Wednesday the 24<sup>th</sup> of April 2024**.

**In attendance:**

**Councillors:** Cllr. N. Matthews (In the Chair) L. Cowles, J. Hunt, M. Wheeler, S. Templeton, M. Harris, L. Evans, (online).

**Officers:** Kevin Warren (Chief Officer), Sophie Johnson (Community Wellbeing Development Officer) Kerry Jones (Assistant Chief Officer)

**Visitors:** Rebecca Osmond – Shining Stars Music academy.

**Members of public:** None present.

The Full Council meeting was opened at 6:30pm by Mayor Cllr Nathan Matthews who welcomed everyone and expressed thanks for attendance.

**1. To receive any questions from the public.**

None received.

**2. To receive and accept apologies.**

The Chief Officer informed the chairperson that the following apologies had been received.

- Cllr Porter – Work commitment.
- Cllr Jones – Holiday
- Cllr Parfitt – Holiday
- Cllr Beavan – Unwell
- Cllr Keen – Contractors working at home.

It was proposed by Cllr Wheeler and seconded by Cllr Harris that the apologies be accepted.

All members in agreement.

**Resolved:** Apologies accepted.

### **3. Declarations of Interest**

None received.

### **4. To receive an update from Mr Lyndon Puddy (Head of Public Services Support Unit Torfaen County Borough Council) regarding CCTV cameras located with Blaenavon.**

Mr. Puddy sent his report in advance of the meeting, which was forwarded electronically to all Cllrs. However, Mr. Puddy did not attend the meeting.

Following a brief discussion among members, Cllr Matthews proposed to invite Mr. Puddy to the April 2024 full council meeting. This was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Members noted the update. Chief Officer to invite Mr Puddy to April 2024 Full Council Meeting.

### **6. To discuss and make a determination regarding the Community Dementia Choir.**

Rebecca Osmond from Shining Stars Music Academy provided members with an overview of the Community Dementia Choir. This was presented via the projector screen.

A brief discussion took place amongst members.

It was proposed by Cllr Cowles and seconded by Cllr Templeton to support the project for a six-month pilot period.

All members in agreement.

**Resolved:** Project authorised.

### **8. Council Meeting: To confirm the minutes of the Full Council meeting held on the 28<sup>th</sup> of February 2024.**

The minutes were read for accuracy with no amendments.

It was proposed by Cllr Harris and seconded by Cllr Cowles that the minutes be accepted.

All members in agreement.

**Resolved:** Minutes approved as a true and accurate record.



**12. To receive, discuss, and make any relevant determinations regarding the renewal of membership to One Voice Wales for 2024/25.**

The Chief Officer presented to members the One Voice Wales membership fees for 2024/25.

A brief discussion took place amongst members.

It was proposed by Cllr Matthews and seconded by Cllr Cowles to renew the membership with One Voice Wales for 2024/25.

All members in agreement.

**Resolved:** Chief Officer to renew membership with One Voice Wales for 2024/25.

**13. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2024/25. Relevant updates or new projects as notified.**

None received.

**14. To receive, discuss and make a determination regarding planning applications.**

The Chief Officer had forwarded the planning application to members ahead of the meeting, there was one which presented as follows.

- **DEVELOPMENT PROPOSED:** Replace kitchen extraction flue.
- **LOCATION:** Rehmat Spice, Broad Street, Blaenavon

**Resolved:** No objections from members.

**15. To receive, discuss and make a determination regarding donation requests.**

The Chief Officer forwarded two donation requests to members prior to the meeting for their perusal.

Members discussed the donation requests, namely:

- **Rebecca Osmond – Shining Stars Music Academy**

Rebecca requested financial assistance to purchase a mobile speaker.

A discussion took place amongst members.

The decision was made not to support a donation request at this time since Rebecca has already received a donation earlier this financial year. Donation request refused.

This was proposed by Cllr Cowles and seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Donation not supported. Chief Officer to inform Rebecca Osmond.

- **Sarah Higgs – Torfaen Tourism Association.**

A discussion took place amongst members. It was agreed that further clarity was necessary as it was unclear what Sarah was requesting from the Town Council.

It was proposed by Cllr Matthews to invite Sarah to the Finance meeting in April 2024 to address these concerns, this was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Chief Officer to invite Sarah Higgs to April Finance meeting.

- **LAF Designs – Withdrawn prior to meeting.**

**Resolved:** Members noted the update.

**16. To receive, discuss and make any relevant determinations concerning items relating to correspondence.**

None received.

**22. Other Matters (At the discretion of the Chairman)**

None presented.

Meeting ended at 19.26 hrs.





**BLAENAVON TOWN COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD ON WEDNESDAY 27th of MARCH 2024 AT 6.30 PM.**

**Pursuant to the requirements of Section 47 of the Local Government and Elections Wales) Act 2021, the meeting was held on a hybrid basis in the Council Chamber at 101, High Street Blaenavon and remotely.**

**In attendance:**

**Councillors:** Cllr. N. Matthews (In the Chair) L. Cowles, J. Hunt, M. Wheeler, S. Templeton, M. Harris, L. Evans, (online).

**Officers:** Kevin Warren (Chief Officer), Sophie Johnson (Community Wellbeing Development Officer) Kerry Jones (Assistant Chief Officer)

**Visitors:** Rebecca Osmond – Shining Stars Music Academy.

**Members of public:** None present.

The Full Council meeting was opened at 6:30pm by Mayor Cllr Nathan Matthews who welcomed everyone and expressed thanks for attendance.

**1. To receive any questions from the public.**

None received.

**2. To receive and accept apologies.**

The Chief Officer informed the chairperson that the following apologies had been received.

- Cllr Porter – Work commitment.
- Cllr Jones – Holiday
- Cllr Parfitt – Holiday
- Cllr Beavan – Unwell
- Cllr Keen – Contractors working at home.

It was proposed by Cllr Wheeler and seconded by Cllr Harris that the apologies be accepted.

All members in agreement.

**Resolved:** Apologies accepted.



### **3. Declarations of Interest**

None received.

### **4. To receive an update from Mr Lyndon Puddy (Head of Public Services Support Unit Torfaen County Borough Council) regarding CCTV cameras located with Blaenavon.**

Mr. Puddy sent his report in advance of the meeting, which was forwarded electronically to all Cllrs. However, Mr. Puddy did not attend the meeting.

Following a brief discussion among members, Cllr Matthews proposed to invite Mr. Puddy to the April 2024 full council meeting. This was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Members noted the update. Chief Officer to invite Mr Puddy to April 2024 Full Council Meeting.

### **5. To receive a presentation from Rebecca Osmond (Shining Stars Music Academy) regarding the Community Dementia Choir.**

Rebecca Osmond from Shining Stars Music Academy provided members with an overview of the Community Dementia Choir. This was presented via the projector screen.

Rebecca shared with members her extensive experience of leading a successful dementia choir for over seven years. She expressed her eagerness to extend this opportunity to the residents of Blaenavon, potentially by holding sessions at the Arthur Jenkins Care Home.

Rebecca suggested that sessions could start as enjoyable sing-alongs, gradually evolving into a choir involving residents, their families, and interested members of the public. These sessions would be one-hour weekly sessions.

Sophie added that she had met with Jenny Davies of the care home, who showed interest in partnership working and was happy for the dementia choir sessions to be held at the home and offered to match fund the sessions. Additionally, Jenny discussed the possibility of receiving donations from members of the public that attended.

Members discussed health and safety, risk assessments, and appropriate song selections.

Rebecca assured members that the care home would conduct any necessary assessments and that she had a wealth of experience in running dementia and vulnerable adult and children's activities. Rebecca also emphasised the importance of varied and age-appropriate song choices.

The Chairman thanked Rebecca for her informative meeting on behalf of the Council. Rebecca then left the meeting.



**Resolved:** Members noted the presentation.

**6. To discuss and make a determination regarding the Community Dementia Choir.**

Rebecca Osmond from Shining Stars Music Academy provided members with an overview of the Community Dementia Choir. This was presented via the projector screen.

A brief discussion took place amongst members.

It was proposed by Cllr Cowles and seconded by Cllr Templeton to support the project for a six-month pilot period.

All members in agreement.

**Resolved:** Project authorised.

**7. Mayor's Announcements: To receive the mayor's announcements.**

The mayor provided members with a summary of events and functions attended during the last month.

- 8<sup>th</sup> March attended the Cwmbran Community Council 'Cwmbran and its Communities' Civic Presentation Evening.
- 12<sup>th</sup> March attended the Townscape Heritage Programme Digital Exhibition Launch at Blaenavon World Heritage Centre.
- 16<sup>th</sup> March attended the Artisan Market at Market Street Blaenavon.
- 17<sup>th</sup> March attended the Blaenavon Town Council Litter Pick located at Riverside.
- 22<sup>nd</sup> March attended the Pontypool Community Council Annual Dinner.
- 26<sup>th</sup> March attended 'Making Effective Grant' Applications Training with One Voice Wales.
- 27<sup>th</sup> March attended the One Voice Wales Conference and delivered a presentation in respect of the Town Council's Heritage Project.

Cllr Matthews explained that he had regular updates with officers and Cllrs throughout the month.

**Resolved:** Members noted the update.

**8. Council Meeting: To confirm the minutes of the Full Council meeting held on the 24<sup>th</sup> of February 2024.**



The minutes were read for accuracy with no amendments.

It was proposed by Cllr Harris and seconded by Cllr Cowles that the minutes be accepted.

All members in agreement.

**Resolved:** Minutes approved as a true and accurate record.

**9. Chief Officer's Update: To receive the Chief Officer's update.**

The Chief Officer provided members with the following update:

- Item 13 within the minutes as per the instructions from members, on the 29/2/24 an update was provided to the elections manager at TCBC explaining that the Town Council would not be requiring polling cards for election purposes.
- Item 15 within the minutes as per the instructions from members £250 was transacted to Victory Church in support of the Blaenavon Santa's charity 'No man left behind'.
- Item 19 within the minutes as per the instructions from members David Millard from the pigeon club had been contacted and requested that he supply members with an updated bank account.

This was now received and as members were aware this determination was made at the March 2024 Finance meeting. £220 has been transacted to the pigeon club.

- On the 29/2/24 attended a One Voice Wales training course covering website, IT, and social media.
- On the 5/3/24 together with Kerry, attended the Forgeside Rugby Club Community Garden together with Cllrs Jones, Cowles, and Wheeler to assist with planting and site renovation as part of a TV programme that Forgeside Club were taking part in.
- On the 11/3/24 together with Sophie, attended a meeting in the Council chamber with Jen Davies from the Arthur Jenkins Care home to discuss partnership working and potentially some joint events at the home during the summer months. Discussions are ongoing with Sophie and Jen for a project to be brought to members in April 2024.
- On the 22/03/24 together with the mayor and consort attended the Pontypool Civic Dinner.
- On the 27/3/24 attended the One Voice Wales Innovative Practice and National Awards Conference at the Royal Welsh show ground in Builth. Also in attendance was Cllrs Matthews, Wheeler, Sophie, Walter Waygood and Kevin Weaver from TCBC.

Blaenavon Town Council were selected to present two of their projects namely the Community Wellbeing Day 2023 under the category of Community Engagement and



the Walter Waygood exhibition and photography workshops under the category of Heritage.

The conference was extremely informative and a great networking opportunity within the Town and Community Council sector.

Also, since the last meeting the Chief Officer has held weekly briefing sessions with the mayor discussing Council operational and financial matters and operational meetings with fellow officers relating to future planning and current projects.

**Resolved:** Members noted the update.

**10. To receive Cllr updates regarding recent attendance at outside bodies committee meetings, together with any relevant community / partnership engagement.**

Cllr Hunt provided an update, informing members that he had attended a number of meetings with regards to the recruitment of a curator at Pontypool Museum.

Cllr Wheeler updated members that on the 29/02/2024 he had attended the AGM for Torfaen Community Transport; existing officers have been reappointed.

Also, together with Cllr Jones attended afternoon tea at the Arthur Jenkins Care Home where they engaged with residents. Cllr Wheeler has offered to attend on a monthly basis and extended the opportunity to all members.

**Resolved:** Members noted the updates.

**11. To receive an update from Sophie Johnson - Community Development and Wellbeing Officer (March 2024)**

Sophie provided members with the following update.

- Attended One Voice Wales training webinar on the use of social media and websites.
- Attended the Cwmpas Tourism Hack at Workmen's Hall with partner organisations and members of the community.
- Alongside Heads 4 Arts, gathered information and planned this year's Digital Easter Heritage Trail, created posters which are in situ at various locations throughout the town. This is now live and will run until 7th April 2024.

The trail starts at St Peter's church and takes participants up and down each side of Broad Street, ending at the Heritage Centre where participants can collect their egg and certificate. Eighty Easter eggs have been purchased.



- Attended meetings with Tim Monkton and Torfaen Small Business Markets regarding the Artisan Markets being introduced in Blaenavon.
- Attended and supported the Intergenerational Group session at Big Pit with pupils from BHVC school and Ysgol Bryn Onen, plus members of their Dementia friendly group.
- Worked alongside BHVC school and Arthur Jenkins care home to compile a timetable of activities with the school and the home.
- Attended Bron Afon's Helping Working Families 'Mumentum' project launch and working alongside to support some of these future session's taking place in Blaenavon.
- Continue to work in partnership with Bron Afon's Helping Working Families Project. Ten family meal bags were distributed this week, with a further ten booked for next week. Supported the project in organising a silent disco for families on Thursday 4th April at the Cons Club, this session is fully booked with seventy people booked on.
- Met with Natasha Wright, Connect Torfaen Engagement Officer for Torfaen Voluntary Alliance regarding publicising and sharing the Councils events and projects.
- Arranged a Cook Stars family cookery session during the Easter holidays, this session was fully booked with twelve families.
- Arranged this week's swimming session which are fully booked with fifty booked on to the coach and a further twenty residents joining us at the centre.
- Attended the World Heritage Learning and Engagement Steering Group meeting to finalise the new action plan for 2024-2029.
- Met with Jenny Davies, activities co-ordinator at Arthur Jenkins care home regarding future projects, events, and activities the Council can support the home with.
- Ran March's Befriending Film club which had forty-three attendees. During this session Emma Goode from One Voice Wales conducted some filming and interviews with staff, volunteers, and attendees to create a case study on the project, which will be shared with Council's across Wales.
- Attended meetings with BHVC and Ysgol Bryn Onnen schools regarding their participation in the World Heritage Day parade and arranging workshops at each school with Mair Sheen, Amy Evans and Llantarnam Grange.



- Attended the wellbeing event at the Resource Centre with various other partner organisations to engage with residents and promote the Councils events, services, and projects.
- Attended a meeting with BHVC school, Multiply and Cook Stars regarding bring further healthy cooking/ cooking on a budget sessions to families through after school provision.
- Attended One Voice Wales training on grant applications.
- Attended One Voice Wales Conference and Awards Ceremony.
- Planning for the Community Wellbeing Day on Saturday 11th May 2024.
- Continue to support the running of Mums and Daughters, Family Club, Teen Gym sessions, Yoga, and over sixty's exercise.

**Resolved:** Members noted the update.

**12. To receive, discuss and make any relevant determinations regarding the renewal of membership to One Voice Wales for 2024/25.**

The Chief Officer presented to members the One Voice Wales membership fees for 2024/25.

A brief discussion took place amongst members.

It was proposed by Cllr Matthews and seconded by Cllr Cowles to renew the membership with One Voice Wales for 2024/25.

All members in agreement.

**Resolved:** Chief Officer to renew membership with One Voice Wales for 2024/25.

**13. To discuss and make a determination regarding potential Town Council projects for allocation into the Project Action Plan 2024/25. Relevant updates or new projects as notified.**

None received.

**14. To receive, discuss and make a determination regarding planning applications.**

The Chief Officer had forwarded the planning application to members ahead of the meeting, there was one which presented as follows.

- **DEVELOPMENT PROPOSED:** Replace kitchen extraction flue.
- **LOCATION:** Rehmat Spice, Broad Street, Blaenavon



**Resolved:** No objections from members.

**15. To receive, discuss and make a determination regarding donation requests.**

The Chief Officer forwarded two donation requests to members prior to the meeting for their perusal.

Members discussed the donation requests, namely:

- **Rebecca Osmond – Shining Stars Music Academy**

Rebecca requested financial assistance to purchase a mobile speaker.

A discussion took place amongst members.

The decision was made not to support a donation request at this time since Rebecca has already received a donation earlier this financial year. Donation request refused.

This was proposed by Cllr Cowles and seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Donation not supported. Chief Officer to inform Rebecca Osmond.

- **Sarah Higgs – Torfaen Tourism Association.**

A discussion took place amongst members. It was agreed that further clarity was necessary as it was unclear what Sarah was requesting from the Town Council.

It was proposed by Cllr Matthews to invite Sarah to the Finance meeting in April 2024 to address these concerns, this was seconded by Cllr Hunt.

All members in agreement.

**Resolved:** Chief Officer to invite Sarah Higgs to April Finance meeting.

- **LAF Designs – Withdrawn prior to meeting.**

**Resolved:** Members noted the update.

**16. To receive, discuss and make any relevant determinations concerning items relating to correspondence.**

None received.

**17. Other Matters (At the discretion of the Chairman)**

None presented.

Meeting ended at 19.26 hrs.

Signed Chairman: *U. Matthews*

Date: 24/04/24.