

**CYNGOR TREF CONWY TOWN COUNCIL
THE GUILDHALL, CONWY.
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON MONDAY 13th NOVEMBER 2017**

Present: Councillors –B Chapman (The Mayor), S Cotton (Deputy Mayor, Chair), V Macdonald, P Hart, E Leighton-Jones, B James, D Hale, T Hughes, E Hughes, A James, H Roberts, T Lewis, S Barber-Bailey, T James

**In Attendance: H Barritt, Town Clerk & Responsible Financial Officer
J Richardson, Strategic Director – Economy & Place, Conwy County Borough Council
R Dix, Section Head: Business & Tourism, Conwy County Borough Council**

Apologies: Councillors M Priestley & G Edwards

Declarations of Interest – Code of Local Government Conduct:

Agenda Item 7a3, Planning Application 0/44507 – Councillor E Hughes knows the applicant
Agenda Item 7a7, Planning Application 0/44529 – The Deputy Mayor is a neighbour of the applicant
Agenda Item 7a8, Planning Application 0/44547 – Councillor E Hughes knows the applicant
Agenda Item 12, Christmas – Councillor Macdonald has requested use of the Father Christmas costume for Deganwy History Group
Agenda Item 14, Deganwy Prom Day – Councillor Macdonald is Chair of the Deganwy Prom Day Committee & the Deputy Mayor & Councillors B James & A James are members of the Committee
Urgent Item, Conwy Town Orchestra Letter of Support – Councillor Macdonald has put together the grant claim requiring the letter of support

Minute Number

Councillor Barber-Bailey joined the meeting during the following agenda item

172. Penmaen Road, Conwy

Members received a presentation on the proposed industrial development on Penmaen Road. This development will be an extension to the existing Caer Seion Industrial Estate & is included in the LDP. It is a strategic site & European funding has been secured for the infrastructure of £1.5m. CCBC will match fund & the grant must be expended by the end of 2020.

The County Council has received enquiries from businesses regarding the site & will target the energy, environmental, creative & food sectors.

An initial site investigation has shown that it is feasible to develop the area with a limited amount of remediation required.

Two planning applications will be submitted:

- Site layout
- Detailed buildings

The access road from Penmaen Road will join the road on the current development.

It is intended to landscape & screen the area with balancing ponds as extra draining for heavy periods of rain.

The public footpath will be upgraded as part of the Active Travel Plan.

The site will cover 10 square metres, providing accommodation for 7 businesses & around 150 jobs.

The detailed planning application will be for the block on the south side, 4 units. It will be possible to combine units.

The large plots (30k sq.ft) will be available for lease for development.

The pre-application consultation will begin the week commencing 20/11/17 & will last for 28 days. The site planning application will be submitted before Christmas with a decision around April 2018. The tender process will begin following this, if the application is successful.

There will be an Open Public Session at Conwy Borough Football Club & a letter drop will be made to all local residents to inform them of this.

Mr.Dix informed Members that there was a high level of occupancy of industrial units in CCBC units at around 97%. Churn is good as a small percentage of empty units means that if enquiries are received they can be responded to positively. Lack of space is a major challenge, stifling growth.

Members were informed that the local playground will be included in the development. ERF has not been maintaining this facility but could be persuaded.

The Chairman thanked Mr.Dix for the presentation.

Mrs.Richardson updated Members on the Cultural Hub. The tender process has taken place & the preferred contractor will be approved by CCBC Scrutiny on 30/11/17 & Cabinet on 5/12/17. It is hoped that work will start in February 2018. The current library is no longer fit for purpose so a temporary building will be sited in Bodlondeb Park until the Cultural Hub is ready for use.

The Chairman thanked Mrs.Richardson for the update.

Mrs.Richardson & Mr.Dix left the meeting at this juncture

173. Minutes

Minutes of the Town Council meeting held on 30th October 2017

RESOLVED that the minutes are ACCEPTED and APPROVED

174. Questions on the Minutes

Minute 57 – Planning Training

The Town Clerk reminded Members of the training taking place at the Civic Offices on 21/11/17 at 10am & asked who would be attending. This training has been specially arranged for the Town Council.

175. Town Clerk's Report

Members received the Town Clerk's Report (Schedule A attached) and the following additional items:

- a) Coach Parking Improvement Works, Rosehill Street, Conwy commenced on 6/11/17 & will take approximately 5 weeks, weather permitting. The contractor is MWT Civil Engineering
- b) Darkness to Light service at St.Paul's Church in Craig Y Don, part of the Aberconwy Mission Area at 4:30pm on 26/11/17
- c) The Town Clerk reminded Councillors that they need to use the new email addresses to contact the office. The old email address has been blocked by BT & the Town Clerk is trying to unblock it. The Town Clerk will circulate the new email addresses again

176. Planning

a) Planning Applications

Members who had declared interests in applications left the meeting during discussion of that application

Members considered and commented on the attached Schedule B

b) Planning Decisions Issued

There were no planning decisions

c) Consultation on Town & Village Greens

Members received details of the consultation

RESOLVED that the consultation is discussed at a future meeting

177. Car Parks

The Town Clerk informed Members that the Traffic & Network Manager, CCBC had clarified that the notice in the press regarding Osborne Road, Llandudno Junction & Gyffin car parks did not change the situation with

the offer made by the Town Council regarding the pilot project on Osborne Road & contribution for Gyffin to remain free. The Traffic Regulation Order is only being advertised as a fall-back should negotiations not come to fruition.

Members said that some residents & businesses had indicated that they are in favour of Osborne Road becoming pay & display but had asked if the disabled spaces could be sited nearer the shops than the pub. CCBC had been made aware of disabled spaces request but it is unlikely to happen in the foreseeable future. Members suggested that 2 bays in Osbornes Road should be free for 20 minutes to allow people to visit local businesses

RESOLVED that the Traffic & Network Manager, CCBC is contacted regarding the comments on Osborne Road Car Park

178. Sandbag Policy

Members received details of Conwy County Borough Council's Sandbag Policy

RESOLVED that the policy is sent out to Members

179. Audit of Tourism Signs & Maps

Members received details of the audit being carried out by CCBC

RESOLVED that details of the audit are sent out to Members

180. Gyffin Playing Field

Members received a request from a member of the public, who is repairing the playing field at Ysgol Porth y Felin, for assistance with the purchasing of soil to fill in craters around the goal posts.

Members discussed the request & are concerned as to who would be liable if someone was injured due to the repair being carried out by the member of public with soil purchased by the Town Council.

Members noted the public spiritedness of the work being carried out.

RESOLVED that the Education & Estates departments at the County Councils are contacted to establish who is responsible for the maintenance of the field & make them aware of the situation.

181. Christmas

Members discussed arrangements for Christmas events:

a) Christmas Trees

Members were informed that the trees would be put up around the community over the next couple of weeks

Small trees for Conwy businesses will be delivered at 9am on 29/11/17 to Conwy Quay next to the Liverpool Arms. Members were asked to help with distribution

b) Christmas Window Competition

Members were asked to collect the trophies from last year's winners

c) Father Christmas Letters

Governors representing the Town Council at the 3 local primary schools were reminded that the boxes would be going out on 1st December.

The Town Clerk asked if a Member would be able to write the letter

RESOLVED that Councillor Hale writes the letter & that the letter is bi-lingual

d) Llandudno Junction/Deganwy Carols

RESOLVED that:

- The Mayor is the Responsible Person
- Mr. Gilligan is asked to play Father Christmas at both events

e) Conwy Christmas Eve

- Members received the Risk Assessment for Father Christmas & the Elf appearing on the Castle Walls which is Medium

RESOLVED that the Risk Assessment is accepted

- Members considered who should read out Father Christmas's message & if it should be pre-recorded. The content of the message was also discussed

RESOLVED that:

- the message is not pre-recorded & Councillor Lewis reads out the message on the night.
 - Excerpts of a few letters are read out & first names of children are mentioned
 - Members were asked to think of a local personality to do the countdown to the fireworks
 - A new beard & hair for Father Christmas has been purchased & the existing one needs to be washed
 - Members discussed who should be Father Christmas & the Elf
RESOLVED that Councillor Edwards is asked to be Father Christmas & Councillor Cotton is the elf
 - Members were asked who would be available for the event & to suggest organisations to assist with stewarding
 - There will be a Safety Advisory meeting at 10am on 6/12/17 in the Guildhall
 - RESOLVED that the following quotes are accepted:
 - Maxplant – Hire of Generator - £225.00 plus vat
 - Beulah Brass – Band - £220.00
- f) North Wales Cruising Club
Members received a request for a £100.00 donation to purchase presents for Santa Claus to give to children visiting his grotto at the Club on 9/12/17
RESOLVED that the donation is awarded
- g) History of Deganwy Group
Members received a request to borrow a Father Christmas costume for the History of Deganwy Group Open Day on 2/12/17
RESOLVED that the request is granted

182. Conwy River Festival

RESOLVED that the agenda item is deferred to a future meeting

183. Deganwy Prom Day 2018

Members received a request for a grant for the 2018 Deganwy Prom Day
RESOLVED that a grant of £1,000.00 is awarded & budgeted for in 2018/19

184. Hanging Baskets

RESOLVED that the item is deferred to a future meeting when the Town Clerk has determined whether Mr.Evans would like the old baskets back.

185. Opportunities for Twinning with Japan

The Mayor reported on a meeting with the Managing Director of North Wales Tourism held on 3rd November 2017 to discuss a twinning opportunity with Himeji in Japan.

Conwy is very popular with Japanese tourists & Himeji is a historic town with a castle older than Conwy Castle.

The Mayor had spoken to Conwy Camera Club about sending some photographs to display in Himeji. He suggested that the Town Council may want to contribute towards the cost of sending these.

The Town Clerk had also attended the meeting & had said that if twinning were to be successful, the infrastructure of Conwy, litter & toilets, would need to improve. Members felt that this would have to include the approach from Llandudno Junction Station as many visitors would arrive here.

RESOLVED that the Mayor writes to the Mayor of Himeji expressing cautious interest in twinning.

186. Independent Remuneration Panel for Wales Draft Annual Report 2018/19

Members discussed the Determinations in the Draft Annual Report 2018/19 pertaining to Town & Community Councils.

The Town Clerk said that she was concerned that the Report had not addressed the tax, increased administration & implementation costs of the Determinations.

Members felt that the requirements were not the best use of public money.
Members were concerned that the maximum payment of £1,500 to the Mayor was insufficient. In the experience of the Town Council, the cost to the Mayor of carrying out duties is far in excess of this.
The Town Clerk pointed out that in all cases, a Member may forgo all or part of the entitlement.
RESOLVED that the Town Clerk responds to the Draft Report stating the above concerns

187. Welsh Government Tax Forum

RESOLVED that the agenda item is deferred to a future meeting

188. Conwy Town Council Website Working Party

The Town Clerk requested that the Website Working Party is given delegated authority to make changes to the website. This will avoid delays. For any changes involving Councillor information, Member approval will be sought first.

RESOLVED that authority to make changes to the Town Council website is delegated to the Website Working Party

189. Approval of Payments

RESOLVED that the following payments are approved:

- a) Homemade & Hand-Delivered Meals Ltd. – Honorary Bailie Buffet 30/10/17 - £300.00
- b) Supertemps – Temporary Staff 2/10/17 to 8/10/17 - £367.00 plus vat
- c) Supertemps – Temporary Staff 9/10/17 to 15/10/17 - £367.00 plus vat
- d) Supertemps – Temporary Staff 16/10/17 to 22/10/17 - £394.53 plus vat

Along with the following additional items:

- e) M.Bradley-Williams – Remembrance Sunday Bugler Expenses - £50.00
- f) AB Fire Protection Wales Ltd. – Replacement of Emergency Light in Mayor’s Parlour, Guildhall - £108.50 plus vat
- g) Business Systems (North Wales) Ltd. – Copies 4/10/17 to 7/11/17, 2,557 Mono & 196 Colour - £18.79 plus vat
- h) Conwy Camera Club – Honorary Bailie Ceremony Photography - £30.00

Along with the following Remembrance Sunday donations:

- i) Llandudno Junction Football Club – Stewarding Parade - £100.00
- j) Conwy Borough Football Club – Stewarding Parade - £100.00
- k) Cambria Band – Band for Parade - £200.00
- l) Conwy Camera Club – Photography for Remembrance Sunday - £50.00

190. Cash Payments

RESOLVED that the list of cash payments 108 as tabled, is approved for payment (Schedule C)

191. List of Cheques

RESOLVED that the list of cheques 379 as tabled, is approved for payment (Schedule D)

The Chairman allowed the following item as a matter of urgency

192. Conwy Town Orchestra

Councillor Macdonald informed Members that the Orchestra was applying for a £5k grant from the Gwynt Y Mor Fund to enable it to purchase musical instruments & other associated equipment. To help the application she was asking for a Letter of Support from the Town Council

RESOLVED that a Letter of Support is written

There being no further business the meeting was closed at 8:54pm