

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE

Minutes of Community Development and Regeneration Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 6th September 2017 at 6.15pm – 8.35pm.

PRESENT

Councillors: A Flynn (Chairman), G Frobisher, A Sampson, A Frobisher, M Poller, R Flynn, K Jones, G Sandilands, G Davies, S Frobisher, M German, T Jones, L Muraca, A Tomlin, P. Duffy, B Murray.

IN ATTENDANCE

Mr N. Acott – Town Clerk/Financial Officer, Mrs L. Hewitt – Committee Support Assistant, Mr M. Jones – Traffic, Parking and Road Safety Manager, Denbighshire County Council, Mr G. Davies – Countryside Officer, Denbighshire County Council and Mr G. Kershaw, Mr S. Goldsmith – Lead Officer Assets and Communities, Denbighshire County Council. Public and Press.

APOLOGIES

Councillors: J Thompson-Hill.

Mrs C. Evans – Assistant Town Clerk/Financial Officer, Mr T. Brown – Internal Auditor, PC2319 K. Jones.

57 WELCOME

Cllr T. Flynn, Chairman welcomed Councillors and invited guests. He also informed them of housekeeping arrangements.

58 DECLARATIONS OF INTEREST

Councillors were reminded of the prepared statement issued by Denbighshire County Council regarding declarations of personal and personal/prejudicial interests, and Code of Conduct requirements.

59 PRESTATYN CAR PARKS PM 145

Chairman welcomed and introduced Mr Mike Jones, Traffic, Parking and Road Safety Manager, Denbighshire County Council (DCC). Mr Jones explained history to current County/Town Council's subsidised car parking arrangements in place since 2015. The arrangement has enabled free parking on County owned car parks at Ty Nant Central and Fern Avenue car parks in return for Town Council subsidy. Details had been circulated with agenda.

Initially Denbighshire County Council were concerned about loss of income and subsidy rates were set accordingly. Since introduction of subsidy car park usage and income generated from other County owned town car parks had increased significantly. In addition a countywide car park charges review had seen increases of twenty-five per cent.

Subsequently County had increased the PTC subsidy rates for 2017/18 by the same amount.

Members expressed concerns about increased subsidy rate and general lack of maintenance at County owned car parks. Mr Jones explained that the main reason behind the increased charges was to allow a five year capital investment plan to be implemented e.g. new signage, upgraded pay and display machines, white lining.

The Chairman then highlighted the recent opening of new Healthy Prestatyn lach medical centre at Ty Nant and enquired if this had affected use of the adjoining car park. Mr Jones responded that a car park occupancy survey had been undertaken in 2014 and it was his intention to commission a further survey in 2017 to enable comparisons. The survey would assist in determining impact of opening new BCUHB health centre at Ty Nant and length of stay.

Members were invited to raise questions:

CIlr TF Will Ty Nant medical centre be Pay and Display? **MJ** No plans at present but in Corwen users must book in on arrival. Longer term will depend on PTC subsidy arrangements.

CIlr GD Fern Avenue car park is free for four hours – do many users overstay? **MJ** Limited enforcement of four hour rule. Enforcement can help but can also generate a lot of correspondence. Better signage would help on site.

CIlr GS Ty Nant car park intended to be for shoppers, but used by retail workers. What is happening with Top Central/Church car park? **MJ** Length of stay could be managed, but would be costly. Interesting that complaints about vehicles parking in residential areas e.g. Glyn Avenue have dropped since introduction of free car parking. Retail park has lots of staff parking available behind stores and issue will be raised with park manager.

MJ No information on future of Top Central/Church car park but will raise with County asset management colleagues as access is through Ty Nant Central car park.

CIlr RF Has DCC considered Park and Ride for town? – Chester is a good example. Do DCC offer subsidy for local workforce? **MJ** Park and Ride tried in Rhyl, but footfall was not large enough to justify continuing investment. Subsidised permits are available to over 60s and annual car parking permits can provide savings for regular users.

MJ will look at Park and Ride options that could include use of existing bus services.

CIlr PD DCC Countywide review and car park charges increased last year as County needs more money. **MJ** DCC has no further plans to increase charges.

CIlr AT Can BCUHB provide financial support for Ty Nant car park? **MJ** BCUHB confirmed the Ty Nant medical centre development did not require any reserved parking.

- Cllr AT** Reported that recent Prestatyn and District Business Forum was concerned about town centre free car parks not being used by shoppers and mostly full by 9.00am. **MJ** Proposed survey will help show length of stay and current usage.
- Cllr SF** District nurses cannot find parking spaces at Ty Nant car park as site is regularly full and no reserved parking. **MJ** BCUHB did not want reserved parking for the development. DCC would be willing to consider increasing enforcement action.
- Cllr MP** DCC five year car park investment plan – how much? **MJ** Initially two million, but other costs may arise from ongoing survey works. Cannot quantify amount required for Prestatyn town car parks but from initial surveys both Rhyl (underground) and Denbigh (multi storey) car parks will require considerable level of investment.
- Cllr MG** Pleased about plans for white lining of car parks, but elsewhere in town lines also require attention. **MJ** I will refer your concerns to another County department as only able to deal with car parks.
- Cllr GS** Can you supply a detailed investment plan and timetable of works? What is the position on coach bay in town? **MJ** Plans and timetable should be available in next three months. Proposals for single coach drop off/pick up bay in High Street was withdrawn following consultation exercise so back to drawing board. Would hope to work on this during coming year.
- Cllr GD** Would increased income from Prestatyn car parks be ringfenced for improvements? **MJ** No.
- Cllr PD** Can you let me know cost of officer time spent on coach bay proposal? **MJ** Will try.
- Cllr RF** What was issue with High Street coach bay and what is level of demand for coaches? **MJ** Coach bay would lead to loss of high Street car parking spaces and result in removal of shop loading bays. Coach bay provision was requested by Town Council and identified in town plan. **NA** Several coach companies are known to be interested in visiting town, but nowhere to drop off/pick up passengers or park for day. This was raised with DCC Tourism officers who confirmed there was significant potential to increase coach visitors to town.
- Cllr BM** Any increased subsidy must come with conditions to ensure Prestatyn town car park investment? **MJ** Could not guarantee level of County investment for town at this stage.

RESOLVED

- 1) That Mr M. Jones be thanked for his attendance.

- 2) That Committee reaffirms support for provision of free car parking at Ty Nant and Fern Avenue, Prestatyn.

Financial/Legal Implications: 2017/18 Car Parks £8,750. Local Community Service £4,950 Total PTC subsidy £13,700. Road Traffic Regulations 1984. DCC own car parks and are responsible for maintenance and enforcement.

- 3) That further discussion be undertaken with DCC Car Parking Manager regarding enforcement and other actions available to enable town centre car parks to accommodate visitor/shopper car parking.

60 COMMUNITY ALLOTMENTS PM 44

Chairman welcomed Mr G. Davies, Countryside Officer, Denbighshire County Council (DCC) and Mr G. Kershaw and invited them to address Committee. Mr Kershaw had recently approached Debbie Hughes, Community Development Officer, PTC, regarding provision of traditional allotments in town. He had been keen to find such facilities but unfortunately no suitable facilities had been made available from DCC for over twenty-five years. Over last few months some existing facilities and potential sites had been identified for consideration:-

Caradoc Road Allotments – owned by DCC. Poor access and poorly maintained. Most of the sites are extensions to existing property gardens.

Late John Morris Allotment – privately owned and self contained.

New potential sites:- Barkby Beach Area / opposite former Bodnant Infants / former haulage road for Prestatyn Retail Park / Meadows.

Mr G. Davies reported that the potential sites were thought to be owned by Denbighshire County Council. Last week County responsibility for allotments had been transferred from DCC Property to DCC Countryside Services. He was therefore undertaking a full review of County owned community allotments and was keen to increase activity in this area.

Councillors expressed strong support for provision of community allotments and highlighted positive public interest following recent internet postings. Several future management options were discussed although all parties agreed that the most successful format involved community engagement and management.

RESOLVED UNANIMOUSLY

- 1) That Committee agree in principle to support Denbighshire County Council's further investigations into provision of community allotments.
- 2) Thanks to Mr G. Davies and Mr G. Kershaw for identifying and raising this matter and Committee look forward to further developments.

(Cllr R Flynn left meeting at 7.30pm)

61 **MINUTES**

RESOLVED That Minutes of CDRC meeting held 26th July 2017 be accepted.

Pursuant to Minute 50 – Community Centre Refurbishments – Details of proposed timescales had recently been circulated to relevant Management Associations and Town Councillors.

62 **BMX PUMPTRACK**

Mr Sion Goldsmith, Lead Officer Assets and Communities, Denbighshire County Council was welcomed and invited to address Committee. Sion had provided a report circulated to all Town Councillors via email earlier this week detailing history, feasibility surveys, preparation work and costs to date.

Six sites had initially been identified for consideration – Central Beach / Y Morfa / Parc Bodnant / Ffrith Beach / Dawson Drive / Bastion Road. In 2012 Parc Bodnant was taken forward to planning stages but subsequently withdrawn due to strong opposition from local residents. Ffrith Beach was then considered to be most favourable site as it met a number of site criteria.

In his report Mr Goldsmith had identified a number of significant factors that had resulted in financial creep including requirements for acoustic survey, flood consequential risk assessment, topographic survey. Additional work had also been identified following latest ROSPA guidance including provision of fencing, access to toilets, and daily inspections/supervision, increased legislative and insurance requirements. Denbighshire County Council had also indicated that they would not accept any responsibility for the ongoing future maintenance costs of site once completed.

These combined factors meant that financially the project could no longer be delivered within committed budget of forty thousand pounds. The Town Clerk/Financial Officer explained that DCC Section 106 funding had been made available in sum of twenty thousand and this was matched funded by Town Council in sum of 10k capital and 10k revenue funding. Sion advised that to date costs of £3,141 had been incurred and indicative costs of additional 'at risk' survey works amounted to £4,600. Any mitigation measures identified following survey works and any planning requirements would add to development costs.

There followed extensive discussion about the project, historic delays, cost implications and future direction. The Chairman sought a Committee steer with many differing views being expressed about proposals.

RESOLVED

- 1) That Sion Goldsmith, DCC Lead Officer's report dated 6th September 2017 be accepted and he be thanked for his attendance.
- 2) That Denbighshire County Council proceed with ground investigation, topography survey and acoustic survey to ascertain cost certainty including any mitigation measures related to survey works. Further capital and revenue funding streams should be sought.
Financial/Legal Implications: Feasibility/design costs to date £3,141. Additional 'at risk' survey works estimate £4,600. The initial costs are 'at risk' as subject to

planning permission. Further costs may arise due to mitigation measures. Local Government (Miscellaneous Provisions) Act 1976

- 3) That a further report be prepared detailing survey results prior to planning application, and detailed cost breakdown of proposed development to include capital and revenue costs to be prepared.

(Cllr A Frobisher left meeting at 7.55pm)

Chairman _____

TOWN PLANNING COMMITTEE

Minutes of Town Planning Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 6th September 2017 at 8.40pm – 8.50pm

PRESENT

Councillors: L. Muraca (Chairman), A. Sampson, M. Poller, T. Flynn, K. Jones, G. Davies, G. Sandilands, M. German, T. Jones, A. Tomlin, P. Duffy, B. Murray.

IN ATTENDANCE

Mr N. Acott -Town Clerk/Financial Officer, Mrs L. Hewitt – Committee Support Assistant.

APOLOGIES

Councillors: J Thompson Hill, G. Frobisher, R. Flynn, A. Frobisher, S. Frobisher.
Mrs C. Evans – Assistant Town Clerk/Financial Officer, Mr T. Brown – Internal Auditor.

63 DECLARATIONS OF INTEREST

Councillors were reminded of the prepared statement issued by Denbighshire County Council regarding declarations of personal and personal/prejudicial interests and Code of Conduct requirements.

64 MINUTES

RESOLVED That Minutes of meeting held on 26th July 2017 be accepted.

65 DENBIGHSHIRE COUNTY COUNCIL – PLANNING CONSULTATIONS

Committee considered planning consultations to 6th September 2017 and submitted following observations: -

APPLICATION

COMMENT

43/2017/0719 (Central)
Erection of extension to dwelling
95 Meliden Road, Prestatyn

No Objection

43/2017/0645 (Meliden)
Erection of extensions and alterations to
form 2 no. dwellings
Craigrathin, 61 Ffordd Talargoch, Meliden,
Prestatyn

No Objection

43/2017/0805 (East) Variation of no. 2 of planning permission code no. 43/2015/0727 to allow adjustment to landscaping and external finishes Land adjacent to 2 Mount Ida Road, Prestatyn	No Objection
43/2017/0806 (North) Erection of extensions and alterations to dwelling 8 Second Avenue, Prestatyn	No Objection
43/2017/0793 (Meliden) Erection of extension to dwelling 4 Glasfryn Avenue, Meliden, Prestatyn	No Objection
43/2017/0803 (South West) Demolition of garage and erection of extensions to dwelling 84 The Meadows, Prestatyn	No Objection
43/2017/0811 (Central) Erection of extensions and alterations to dwelling and new roof to detached garage 71 Meliden Road, Prestatyn	No Objection
43/2017/0818 (South West) Erection of extension and alterations to dwelling 9 Canterbury Drive, Prestatyn	No Objection
43/2017/0817 (East) Erection of extensions to dwelling 7 Caradoc Road, Prestatyn	No Objection
43/2017/0823 (East) Erection of a single storey flat roof extension to rear of premises 3 Highbury Avenue, Prestatyn	No Objection
43/2017/0791 (East) Replacement window and door Celyn Vets, 2 Aberconway Road, Prestatyn	Lawful development certificates notification received

Joint County/Town Councillors may partake in decision making process at Town Council but consider matters afresh at Denbighshire County Council when additional information and advice will be available to them. They are not bound by the views or opinions of Town Council.

Chairman_____

TOWN PLANNING COMMITTEE

Minutes of Town Planning Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 27th September 2017 at 6.15pm – 6.35pm

PRESENT

Councillors: L. Muraca (Chairman), A. Sampson, M. Poller, T. Flynn, K. Jones, G. Davies, G. Sandilands, M. German, T. Jones, A. Tomlin, P. Duffy, B. Murray, S. Frobisher, A. Frobisher, J. Thompson-Hill, G. Frobisher.

IN ATTENDANCE

Mr N. Acott -Town Clerk/Financial Officer, Mrs L. Hewitt – Committee Support Assistant.

APOLOGIES

Councillors: R. Flynn.

Mrs C. Evans – Assistant Town Clerk/Financial Officer, Mr T. Brown – Internal Auditor.

66 DECLARATIONS OF INTEREST

Town Clerk/Financial Officer read a prepared statement issued by Denbighshire County Council regarding declarations, code of conduct, and requirement to record personal and prejudicial interests that may arise during the meeting.

67 MINUTES

RESOLVED That Minutes of meeting held on 6th September 2017 be accepted.

68 DENBIGHSHIRE COUNTY COUNCIL – PLANNING CONSULTATIONS

Committee considered planning consultations to 27th September 2017 and submitted following observations: -

APPLICATION

COMMENT

43/2017/0835 (Central)
Felling of 1 no. laburnum tree within
Prestatyn Conservation Area
12 Fforddlas, Prestatyn

No Objection

43/2017/0836 (Central)
Crown reduction of 1 no. yew tree the
subject of a Tree Preservation Order
12 Fforddlas, Prestatyn

No Objection

43/2017/0802 (East)

Change of use from general industrial to a hairdressing salon
Unit 8, Lighthouse Business Park, Bastion Road, Prestatyn

Observation

Limited car parking space available.
Loss of general business unit from town.

43/2017/0840 (North West)

Retention of play area
Ffrith Touring Park, Victoria Road West, Prestatyn

Observation

Denbighshire County Council to confirm neighbourly consultation has taken place
(Cllr B. Murray declared personal/prejudicial interest and retired from Council Chamber during this item.).

43/2017/0871 (Central)

Erection of single storey extension, decking and construction of garden room to rear of dwelling
Glanrafon, Oakhill Lane, Prestatyn

No Objection

43/2017/0883 (Central)

Felling of 1 no. lime tree the subject of a Tree Preservation Order
Glanrafon, Oakhill Lane, Prestatyn

Objection

Loss of healthy, mature tree. Crown reduction and shaping should be considered.

43/2017/0894 (Central)

Erection of extension to dwelling
8 Peters Close, Prestatyn

No Objection

43/2017/0919 (Meliden)

Erection of extension to rear of dwelling
Hafryn, Ffordd Penrhwyfya, Meliden, Prestatyn

No Objection

Joint County/Town Councillors may partake in decision making process at Town Council but consider matters afresh at Denbighshire County Council when additional information and advice will be available to them. They are not bound by the views or opinions of Town Council.

Chairman_____

FINANCE AND MANAGEMENT COMMITTEE

Minutes of Finance and Management Committee held in Council Chamber, Municipal Offices, Nant Hall Road, Prestatyn on Wednesday 27th September 2017 at 6.40pm – 8.00pm

PRESENT

Councillors: J. Thompson-Hill (Chairman), B. Murray, P. Duffy, T. Flynn, S. Frobisher, L. Muraca, K. Jones, G. Sandilands, G. Davies, M. German, T. Jones, A. Tomlin, A. Sampson, A. Frobisher, M. Poller, G. Frobisher.

IN ATTENDANCE

Mr N. Acott -Town Clerk/Financial Officer, Mrs L. Hewitt – Committee Support Assistant.

APOLOGIES

Councillors: R. Flynn
Mrs C. Evans – Assistant Town Clerk/Financial Officer, Mr T. Brown – Internal Auditor.

69 DECLARATIONS OF INTEREST

Committee was reminded of prepared statement issued by Denbighshire County Council about the need for Councillors to declare any personal or personal/prejudicial interest in business to be conducted in accordance with Code of Conduct requirements.

70 PAID ACCOUNTS

Details of paid accounts and quarterly budget statements had been circulated with agenda.

May – 705628 Nation Recruit. Committee query regarding use of temporary staff for reception cover and Town Clerk/Financial Officer advised following recent discussion with Staff Sub Committee he confirmed action had been taken to reduce need for temporary staff.

705630 Clwyd Heating – discussion about service plan arrangements and Cllr P. Duffy offered to provide details of alternative suppliers for cost comparison.

June – 705647 White Fox – provision of Offa's Dyke Display located at Nova and part of project to increase awareness of National/Internationally renowned long distance trail.

July – 705708 Fatboys – company that provided a number of entertainers in town each Thursday during the month of August 2017. The programme of events was determined at the beginning of the year and Community Development and Regeneration Committee would soon be reviewing proposals for 2018.

705704 Denbighshire County Council election costs 10k lower than forecast due to shared County/Town Council elections.

Income – Town Clerk/Financial Officer confirmed that Ty Caradoc/Meliden/Jubilee Community Centres all paid peppercorn rent of £143 per annum. Expenditure on flood damage is subject of insurance claim presently being conducted by company.

August – 705731 – Fins Swim School charges varied according to number attending. There had been a suggestion of increasing holiday leisure activity provisions and this would need to be considered during budget setting process.

RESOLVED

- 1) That Paid Accounts Schedule for May, June, July, August and Quarterly Budget Statements be accepted.
- 2) That notice of proposed Community Development and Regeneration Committee expenditure on Jubilee/Meliden/Ty Caradoc Community Centres (25k) and Prestatyn car parks (13.7k) be received.
- 3) That the private individual donation be allocated to Mind Music session and person thanked for donation.

71 NOTICE OF CONCLUSION OF AUDIT

Notice had been received from Council's External Auditor (BDO) that external audit had been satisfactorily concluded (details circulated with agenda).

Council's attention had been drawn to two items involving 1) timescale for approving accounts and 2) confirmation of HMRL real time submission by Denbighshire County Council (payroll agent). With regard to 'signing' timescales the Town Clerk/Financial Officer had queried issue with BDO who had verbally accepted that Council had complied with timescales as required following the F&M Committee 14th June and Full Council 28th June 2017.

RESOLVED

- 1) That Notice of Conclusion of Audit 2016/17 be received.
- 2) That Denbighshire County Council who undertake Town Council's payroll services be requested to provide monthly confirmation of HMRL real time submission.
- 3) That Mr T. Brown, Internal Auditor and Council Staff be thanked for efforts in preparing Annual Return 2016/17.

72 WEBCASTING PM30

RESOLVED That this item be deferred until further notice.

FINANCIAL ESTIMATES 2017/18

Councillors were invited to identify any significant plans or changes to service provision that would require consideration during preparation of financial estimates.

73 EXCLUSION OF PUBLIC AND PRESS

RESOLVED That Public and Press be excluded in accordance with Local Government Act 1972 Schedule 12A Parts 1, 8, 9 during discussion of Council Offices and Staffing.

74 COUNCIL OFFICES PM49

Committee were informed that Denbighshire County Council had provided assistance in undertaking property survey and a tender exercise under framework agreement for repair and maintenance works at Town Council offices, 7 Nant Hall Road, Prestatyn. Members were reminded that the building was in ownership of Council and its historically poor condition had been raised on a number of occasions.

The Chairman confirmed that there were no short/medium term plans to relocate staff to alternative premises. It was also important to provide a secure and properly maintained building that met health and safety requirements.

Three tenders had been received and tender report circulated with agenda papers. Committee discussed the report and Chairman explained difference between contingency and retention sums.

RESOLVED

- 1) That repair and maintenance works at 7 Nant Hall Road, Prestatyn be approved as per tender report dated September 2017.
- 2) That enquiries be made with property surveyors regarding options for improving flood prevention at premises.
- 3) That BW Builders be appointed to undertake works in sum of £41,642 (including 5% contingency)

Financial/Legal Implications: To be funded from virement of £10,200 election cost saving 2016/17. Remainder £31,442 including contingency funded from reserves. Local Government Act 1972 Section 133.

75 STAFFING

Cllr T. Jones, Chair of Staffing Sub Committee verbally reported upon progress and outcomes since establishment of the Sub Committee in June 2017. Work had involved sourcing of training for all staff e.g. social media, reintroduction of staff appraisal and 1:1 activity, weekly staff meetings, overseeing health and safety assessments, introduction of new team approach for health/community and administration/development/finance, upgrading of IT systems to include shared electronic calendar, introduction of employee handbook, review of front desk cover and adjusted office opening.

Other work within the organisation included a review of procurement and 'whole town' combined contract approach for next round of tenders. A review of Council policy review work would also begin shortly.

Cllr T. Jones also reported upon a serious breach of confidentiality that had damaged Council/Staff relationships. The matter had been referred to an independent third party for investigation. In the meantime staffing reports would be subject of restricted circulation until such time as mutual trust could be assured.

RESOLVED That Cllr T. Jones and members of Staffing Sub Committee be thanked for their efforts and commitment to improving staff relationship.

(Cllr A. Frobisher retired during discussions on this item.)

Chairman_____