

## Towyn & Kinmel Bay Town Council

### Minutes of the Policy, Finance, Resources and Planning Committee held on Wednesday 7 September 2016 at the Community Resource Centre, Kinmel Bay.

**Present:** Cllrs: E Bateman (Mayor), G Corry (Deputy Chairman), B Darwin, B Griffiths, D Johnson, L Knightley (Chairman) and N Smith (Deputy Mayor).

**Non-voting Members:** Cllr M Smith.

**Clerk:** H Stewart

#### 1. Apologies

There were no apologies for absence.

#### 2. Declaration of Interest

Cllr N Smith declared a personal interest in agenda item 6: Planning Applications a) and g). Cllr M Smith remained in the meeting but did not take part in the discussion.

Cllr N Smith declared an interest in agenda item 6: Planning Applications. Being Chairman of the County Council Planning Committee he had been advised not to take part in such matters and left the table whilst all discussions on this item took place.

#### 3. Public Participation

Mrs Valerie Tie had requested to address the Council about Green Avenue.

Mrs Tie explained that the road was unadopted and was asking the Town Council for some assistance to install speed ramps as a traffic calming measure. Such ramps had been installed in Park Avenue and seemed to be effective. Councillors discussed the issue but did not think the Town Council had the financial resources to assist in installing the ramps. Councillors however, would support any application made by the residents of Green Avenue to the County Council's Highway department. It was suggested that the Highways Department be contacted to find out if it had any information about who had installed the ramps in Park Avenue.

Mrs Tie thanked the councillors for their time and understanding and left the meeting.

#### 4. Minutes

***Resolved that: the minutes of 20 July 2016 be signed as a true record of the meeting.***

#### 5. Matters Arising

**Agenda Item 9: Car Park Asset Strategy Review** - Conwy County Borough Council (CCBC) had sent additional information in regard to the cost of maintaining Kinmel Bay car park. It was agreed that this matter should be referred to the next Full Council meeting for consideration.

#### 6. Planning

a) **0/43041:** Erection of front entrance porch

**Location:** 27 Moelwyn Avenue West, Kinmel Bay, Conwy LL18 5DR

**Recommend:** *The consultation had ended but there would have been no objection.*

b) **0/43051:** Erection of single storey flat roofed extension at rear of dwelling

**Location:** 4 Trem Y Foryd, Kinmel Bay, Conwy LL18 5JE

**Recommend:** *The consultation had ended but there would have been no objection.*

c) **0/43091:** Erection of pre-fabricated modular kiosk to create sales office in existing car park (Retrospective Application)

**Location:** Asda Supermarket

**Recommend:** *No objection*

- d) **0/43097:** Display of 4 no. none illuminated fascia signs and 11 no. non illuminated vinyl signs **Location:** Asda Supermarket  
**Recommend: No objection.**
- e) **0/43120:** Continued use as retail premises for Hairdressing & Tanning (mixed use Retrospective)  
**Location:** 93B The Square, Foryd Road, Kinmel Bay LL18 5LU  
**Recommend: No objection.**
- f) **0/43125:** Display of 1 no. non illuminated self-supporting sign, 2 no. non illuminated no entry signs, 1 no. internally illuminated wall gable wall mounted sign, 1 no. relocated externally illuminated 'sail' sign and external illumination added to the existing 'sail' sign.  
**Recommend: No objection.**
- g) **0/43140:** Extension to dwelling  
**Location:** 38 Lon Olwen, Kinmel Bay LL18 5LQ  
**Recommend: No objection.**

## 7. Policy Schedule

A list of policies that the Council required or might want to develop for use in determining procedures was presented for discussion. Some of the policies listed had already been completed but a fair few needed to be developed for consideration.

**Resolved that: The schedule of policies be approved and that those not already adopted be drafted for consideration over the next twelve months.**

## 8. Complaints Policy

The Council is receptive to comments from the public and is committed to making full use of complaints to contribute to continuous service improvement. A complaints procedure would assist in dealing with matters of maladministration i.e. if the Council did something the wrong way, failed to do something it should do or did something it should not do.

**RESOLVED that: The Complaints Policy as presented be approved.**

## 9. Grievance Policy

The draft policy aimed to explain how the Council would address concerns, problems or complaints from employees. It described a procedure which aimed to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance.

Cllr Griffiths suggested that paragraph 3 needed strengthening to ensure that all avenues to deal with the complaint at an informal level, should be tried before the complaint was escalated to a formal level. It was agreed that the policy would be revised accordingly and presented for reconsideration at the next meeting of the Committee.

## 10. Place Plans

Cllr Griffiths spoke about the positive aspects of developing a local/place plan for Towyn & Kinmel Bay. He said that by taking a holistic approach it would connect people and groups in the community and the Town Council should be at the forefront of bringing these groups together. It may take about two years to develop such a plan but this should not deter resources being allocated to achieving it.

Abergele Town Council was currently developing a place plan in conjunction with Conwy County Borough Council (CCBC). The Committee was supportive of this suggestion and asked that CCBC be contacted to see if an officer could attend a Committee meeting to discuss such a plan.

## 11. Asset Register

The current register seemed quite limited since it did not include the planters the Council had recently purchased. Councillors were asked if there were any other items that had been purchased which were not listed on the register. It was suggested that other councillors, particularly Cllrs Stuart and Corry be asked to review the list. The insurance policy would then be assessed against any revised asset register.

## **12. Election**

The breakdown of costs which totalled £5372.23 for the by-election in June had been received from the County Council and was presented for information.

## **13. Work Schedule**

The Committee considered and agreed a list of projects (as listed below) and the priority levels which would form its work schedule for the forthcoming year.

- Policies & Procedures (m)
- Strategic / Corporate Plan (or wait until 2017) (m)
- Community Engagement / Community Group Forum (m)
- Asset Register, Management & Maintenance Plan (m)
- Health Check Action Plan (h)
- Community Awards (m)
- Business Forum (l)
- Grants (h)
- Place Plan (m)
- Website (h)

The meeting closed at 8.26pm

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Signed by: Chairman of the Policy, Finance, Resources & Planning Committee held on 4 January 2017