

Conwy Pride in Place Impact Fund

You must also complete the "Project Costs & Details" Excel document and submit this as part of your application

Mae'r ffurflen hon ar gael yn Gymraeg hefyd

1. Organisation Details

Name of the organisation:	Towyn and Kinmel Bay Town Council
Website and/or social media address:	www.towynkinmelbay-tc.gov.uk
Address & Postcode:	Community Resource Centre The Square Off Fforyd Road Kinmel Bay LL18 5BT
What is the Legal Status of your organisation?	☐ Registered Charity ☒ Town or Community Council ☐ Public Body ☐ Private not for Profit ☐ Voluntary Sector ☐ Community Group ☐ Sports Association ☐ Other If other, please specify:
Companies House Registration Number or Charity Registration Number (if relevant)	
Are you registered for VAT? Can you Reclaim VAT?	Yes ☐ No ☒ VAT Number : Yes ☒ No ☐

Contact Details

Primary Contact:	Secondary Contact:
Contact Name: Katherine Evans	Contact Name: Dylan Thomas
Position in Organisation: Deputy Clerk	Position in Organisation: Clerk
Contact email address: deputy@towynkinmelbay-tc.gov.uk	Contact email address: clerk@towynkinmelbay-tc.gov.uk

Contact Telephone Number: 01745 355899	Contact Telephone Number: 01745 355899
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2.About the Project

Project Name
Refurbishment and Modernisation of Kinmel Bay Community Centre
In which community/communities will your project be delivered?
Kinmel Bay and Towyn
Who will benefit from your project? <i>(think about age groups, user groups etc)</i>
The local community of all age's benefits from the Kinmel Bay Community Centre. The Centre currently hosts a wide range of regular activities, including dance groups, craft classes, exercise sessions, bowling clubs, children's birthday parties, church groups, and weddings. In addition to these community activities, the Centre's footprint also accommodates a library and an NHS clinic, providing essential services and learning opportunities to residents. This multi-use facility plays a vital role in fostering social cohesion, promoting health and well-being, and supporting lifelong learning across the community.
Project Summary (max. 100 words)
This project seeks funding to refurbish and modernise the Community Centre windows and fire escapes which will safeguard the building as a vital community asset for current and future generations. The building is well-used by a wide range of local groups; however, key elements such as the windows and fire escape doors are now outdated and unsafe and no longer meet modern standards. The proposed replacement of all windows and fire escape doors will significantly improve safety, accessibility, and energy efficiency, helping to reduce running costs while ensuring compliance with current regulations. These improvements will also create a warmer, more secure, and welcoming environment, encouraging increased community use throughout the year. Without this investment, the condition of the building will continue to deteriorate, potentially limiting its use and impact. This project will ensure the Centre remains a safe, inclusive, and sustainable space at the heart of the community for decades to come.
Project Detail (max. 500 words)
<i>What are the key aims of the project? Describe what you want to achieve.</i>
We aim to improve Kinmel Bay Community Centre by installing new windows and fire escape doors that enhance safety, accessibility, and overall usability for all members of the community. The upgraded windows will improve insulation, natural light, and energy efficiency, creating a more comfortable environment for users. The installation of modern, compliant fire escape doors will ensure safe and accessible emergency exits, particularly benefiting people with mobility challenges, older residents, and families with young children.

These improvements will support the Centre's role as a welcoming and inclusive space for a wide range of activities, including exercise classes, social groups, health services, and community events. A safer, warmer, and more accessible building will encourage greater participation, helping to reduce isolation, promote well-being, and strengthen community cohesion.

Enhancing the building fabric will also make the Centre more suitable for cultural events, seasonal celebrations, and multi-generational use, ensuring it remains a vibrant hub for local residents.

In addition, the installation of energy-efficient windows and doors will help reduce heat loss, lower running costs, and minimise environmental impact, supporting long-term sustainability and responsible use of resources.

Overall, these improvements will ensure the Community Centre remains safe, compliant, efficient, and adaptable, meeting the needs of the community both now and in the future.

Why is the project needed in the area? Please explain how you have consulted with the community and what evidence of need do you have?, (max. 150 words)

Kinmel Bay Community Centre is a key hub for the local community, used by people of all ages for a wide range of activities, including exercise classes, dance and craft groups, social events, birthday parties, and community events. The Centre also hosts a library and an NHS clinic, providing vital services that support learning, health, and well-being.

However, the building is ageing and requires essential upgrades to its windows and fire escape doors to ensure it remains safe, compliant, and fit for purpose. The current windows are inefficient and contribute to heat loss, higher running costs, and reduced comfort for users. In addition, some fire escape doors require replacement to meet modern safety standards and to ensure safe, accessible evacuation routes for all users, including those with mobility challenges.

Without these improvements, the Community Centre risks falling short of current safety requirements and the needs of the community, particularly for children, older residents, and vulnerable groups who rely on the services and social opportunities it provides. Poor insulation and outdated safety features can also impact the usability of the building, especially during colder months.

Upgrading the windows and installing modern, compliant fire escape doors will significantly improve safety, energy efficiency, and overall user experience. These works will help ensure the Community Centre remains a warm, secure, and welcoming environment, supporting continued use for a wide range of activities and services.

This investment will safeguard the long-term future of the building, ensuring it continues to operate as a vibrant, sustainable community hub that promotes health, learning, social interaction, and community cohesion for current and future generations.

Details of the consultation with your local county councillor?

Our County Councillors who very much support this project are:

Cllr Bernice Mcloughlin
Cllr Nigel Smith
Cllr Michael Smith
Cllr Kay Redhead

Project Delivery (max. 500 words)

Please Include:

- *Delivery Method*
- *Who will lead the project*
- *Delivery Partners/Stakeholders*
- *Relevant past experience*

We have commissioned detailed building surveys and an Energy Efficiency Audit of Kinmel Bay Community Centre to clearly identify priority works and ensure an evidence-based approach to investment. This will be followed by a robust and transparent procurement process, with contractors appointed through competitive tender. The project will then be delivered in carefully planned phases, prioritising the replacement of all windows and fire escape doors.

This work will deliver immediate and long-term benefits by improving building safety, ensuring compliant and accessible emergency exits, and significantly enhancing energy efficiency. New high-performance windows will reduce heat loss, lower energy consumption, and create a warmer, more comfortable environment, while modern fire escape doors will ensure safe and inclusive evacuation for all users, including older people and those with mobility challenges.

Minimising disruption is a key priority. Works will be carefully scheduled around existing services, including the library, NHS Clinic, and regular community activities. Ongoing communication with users will ensure that services remain accessible wherever possible throughout the project.

Towyn and Kinmel Bay Town Council will lead and manage the project, providing strong governance, financial oversight, and stakeholder engagement. The Council is well placed to deliver this project, with a clear understanding of local priorities and a commitment to long-term community benefit.

A collaborative approach will underpin delivery. Local community groups, residents, the Library Service, NHS partners, and other stakeholders will be actively engaged to ensure the improvements reflect the needs of all users. This inclusive approach supports Pride of Place objectives by strengthening community ownership, increasing participation, and enhancing the Centre's role as a focal point for community life.

Overall, this project will safeguard and enhance a vital community asset, ensuring it is safe, energy-efficient, and fit for future generations. It will contribute to a stronger, more resilient community by improving access to services, supporting wellbeing, and creating a sustainable, high-quality environment for community activity.

Tick which Pride in Place objective(s) your project will deliver against

Community spaces: *creating, extending, improving or refurbishing existing community facilities and enabling community organisations to take control or ownership of underused but valued local assets.* ☒

Public spaces: *enhancing the physical environment in public spaces - examples of initiatives include new or improved green spaces or public squares, improved outdoor play, sports and leisure spaces, installing street furniture, public art or wayfinding.* ☐

High street and town centre revitalisation: *making these areas more attractive and welcoming places where people congregate and which encourage economic activity. Examples of initiatives that could be funded are shop frontage improvements, adaptations that bring premises back into use, streetscape improvements, public art, trails and wayfinding, and creating or improving the infrastructure for regular markets.* ☐

When will the project start?	July/Aug 2026
When will the project end	September/October 2026

Please select which [CCBC Corporate Priorities](#) your project will meet and provide a short explanation of how.

☒ Goal 1: Conwy County Borough Council is resilient.

☒ Goal 2: People in Conwy value and look after the environment

☐ Goal 3: People in Conwy live in a county that is prosperous, has less poverty, and supports learning and skills.

☐ Goal 4: People in Conwy have access to affordable, appropriate, good quality accommodation that enhances the quality of their lives.

☒ Goal 5: People in Conwy have good health, well-being, and feel safe.

How your project will meet the selected priorities (150 words):

This project supports resilience by ensuring Kinmel Bay Community Centre remains a safe, compliant, and sustainable public building. The replacement of windows and fire escape doors will address essential fabric and safety issues, reducing future maintenance risks and ensuring the building can continue to operate effectively as a key community asset.

It supports environmental priorities by improving energy efficiency through modern, insulated windows, reducing heat loss, lowering carbon emissions, and decreasing energy consumption and running costs. This contributes to a more environmentally responsible and sustainable community facility.

The project strongly supports health, well-being, and safety by improving fire escape routes and ensuring safe, accessible evacuation for all users. The enhanced comfort and usability of the building will encourage greater participation in community activities, reducing isolation and supporting mental and physical well-being. The Centre hosts essential services, including a library and NHS clinic, meaning these improvements will directly benefit a wide cross-section of residents and strengthen community cohesion.

Please select which other local priorities and strategies your project will meet and provide a short explanation how. ☒ Town/Place/Community Plan ☐ Conwy Economic Growth Strategy ☐ Creu Conwy – Creating the Spark, a Cultural strategy for Conwy County Borough Council 2021-2026 ☐ Other If other, please specify: How your project will meet the selected local priorities and strategies (150 words): This project directly supports the Towyn and Kinmel Bay Town Community Place Plan by improving a key shared community asset that delivers social, health, and wellbeing benefits. The replacement of windows and fire escape doors will make Kinmel Bay Community Centre safer, more accessible, and more energy efficient, ensuring it remains fit for purpose as a multi-use facility serving residents of all ages. The Centre is identified locally as a vital hub for community life, hosting activities such as exercise classes, social groups, cultural events, children's parties, and essential services including the library and NHS clinic. Improving the building will strengthen its role as a focal point for community engagement and participation. The project supports the Community Place Plan's aims of improving community wellbeing, increasing access to quality facilities, and strengthening community cohesion. By creating a safer, warmer, and more welcoming environment, it will encourage greater use of the Centre, reduce isolation, and support long-term sustainability of local services and activities.
Please select which Wellbeing of Future Generations Act goals your project will meet and provide a short explanation how. ☒ A prosperous Wales ☒ A resilient Wales ☒ A healthier Wales ☒ A more equal Wales ☒ A Wales of more cohesive communities ☒ A Wales of vibrant culture and thriving Welsh language ☒ A globally responsible Wales How your project will meet the selected goals (150 words): This project supports a prosperous Wales by improving the energy efficiency of Kinmel Bay Community Centre, reducing running costs and enabling more resources to be invested in community services and activities. It contributes to a resilient Wales by upgrading essential building fabric, ensuring the Centre remains safe, compliant, and sustainable for long-term use.

It promotes a healthier Wales by providing a safer, warmer, and more comfortable environment that encourages participation in health, fitness, and wellbeing activities, as well as supporting access to the on-site NHS clinic and community services. The project supports a more equal Wales by improving accessibility and safety for all users, including older people, families, and individuals with disabilities, ensuring everyone can benefit from the facility. It also contributes to more cohesive communities by strengthening the Centre's role as a shared space for social interaction, cultural activities, and community events, helping to reduce isolation and build stronger local connections.
If you work with children or vulnerable adults, what policies and procedures do you have in place to safeguard them?
We have a safeguarding policy
Do you own the site/building that this application relates to? If not, please explain who owns it.
The building is currently owned by Conwy CBC. Towyn and Kinmel Bay Town Council is in the process of progressing a Community Asset Transfer for Kinmel Bay Community Centre footprint. This process is ongoing and has not yet been formally completed or finalised. Despite this, the Town Council is actively involved in supporting the management, development, and improvement of the building and is taking a lead role in bringing forward this project. There is a shared commitment between both councils to ensure the long-term sustainability and continued community use of the Centre. The proposed works form part of a wider approach to safeguarding the future of the building as a key community asset. The Town Council will continue to work closely with Conwy CBC throughout the Asset Transfer process to ensure appropriate governance, compliance, and alignment with strategic priorities.
Do you lease the site/building? If yes, please confirm the remaining lease term and any conditions that may affect the project
If relevant, are the appropriate permissions in place (e.g. planning)?
Does your project need planning Permission? Yes ☐ No ☒ Has it been applied for? Yes ☐ No ☐ Application reference: Timescale: Other Permissions:

Are there any other permissions required? If yes, please list and confirm their status.

3. Project Finances

How much PiPIF Grant Funding are you requesting?	
What is the total Project Cost?	
Do you have any match funding for your project? If so, how much?	
How has the overall budget been estimated, and how would any unexpected costs be managed?	The budget has been developed based on initial condition surveys and an Energy Efficiency Audit of Kinmel Bay Community Centre, which identified the replacement of windows and fire escape doors as priority works. To ensure the figures are realistic, we have drawn on professional surveyor advice and informal discussions with suppliers and contractors to reflect current market prices and construction costs. To manage unexpected costs the project will be monitored throughout to ensure that expenditure remains within budget and any financial risks are identified early.
Are the costs inclusive of VAT ?	Yes ☐ No ☒
Please explain how you have procured prices/quotes for your project and why your chosen supplier offers value for money.	The overall project budget has been estimated based on quotes obtained from reputable contractors found on Sell2Wales, following site assessments and clear specification of the works required. These quotes cover all key elements of the work, including ground preparation, materials and labour, Contractors conducted site visits to assess the conditions, ensuring the estimates are accurate and reflective of the specific requirements of the site.

Grant Payments will be made in arrears can you pay for the costs upfront until you can claim the grant? If no, do you want to be considered for interim claims and how frequent?	Yes
Does the applicant organisation have an established bank account?	Yes

Subsidy Control

Has the applicant received any public sector assistance through a Minimal Financial Assistance (MFA), State Aid de Minimis, Small Amounts of Financial Assistance or Special Drawing Rights scheme over the past 3 years?
☐ Yes ☒ No ☐ Don't Know
If yes, please provide details:

4.Other Information

Welsh Language: Does your organisation have a Welsh Language Policy or Statement?	Yes
Net Zero and Environmental Impact: Please describe how you have considered the environmental and ecological impact of your project and, if appropriate, how your proposal supports the UK Government's and Welsh Government's Net Zero policies or wider Environmental ambitions.	The environmental and ecological impact of this project has been a key consideration from the outset. The proposed replacement of windows and fire escape doors at Kinmel Bay Community Centre will significantly improve the building's thermal efficiency by reducing heat loss and draughts, resulting in lower energy consumption and reduced carbon emissions. By improving the building fabric, the Centre will require less energy for heating, directly supporting both UK Government and Welsh Government Net Zero ambitions. This contributes to wider environmental goals by reducing reliance on fossil fuels and lowering the overall carbon footprint of a key community facility. In addition, more energy-efficient windows and doors will help to create a more stable

	internal environment, reducing the need for excessive heating during colder months and improving year-round comfort for users. This supports a more sustainable approach to building management and operation. Where possible, materials will be selected with durability and environmental performance in mind, ensuring long-term use and reducing the need for future replacement. This helps minimise waste and supports responsible resource management. Overall, the project delivers clear environmental benefits by improving energy efficiency, reducing emissions, and supporting the transition towards a lower-carbon, more sustainable community asset.
Equalities: Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.	The equalities impact of this project has been carefully considered in line with the Equality Act 2010. Kinmel Bay Community Centre is used by a wide range of people, including older residents, families with young children, disabled people, and those with health conditions. Replacing the windows and fire escape doors will improve safety and make the building more accessible for everyone. In particular, the new fire escape doors will make it easier and safer for people with mobility issues or disabilities to leave the building quickly and safely in an emergency. The improved insulation from new windows will also make the Centre warmer and more comfortable, which is especially beneficial for older people, young children, and those who are more sensitive to cold. No negative impacts on any protected groups have been identified. During the works, we will make sure that access and safety arrangements are carefully managed so that everyone can continue to use the building as safely as possible.

	Overall, the project will make the Community Centre more inclusive, safer, and more welcoming for all users.
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5. Checklist

Applicants must submit: ☐ Application Form ☐ "Project Costs & Details" Excel document ☒ A copy of the latest bank statement for your Group or Organisation ☒ 3 Years audited accounts ☒ A signed copy of your constitution, or equivalent ☐ Fully itemised costing ☒ Your group structure, which must include a designated finance officer/treasurer ☐ Evidence of Other Funding Sources (match funding) – this is information on any other grants applied for in relation to the project. If your group/organisation is providing match funding you must provide a bank statement which confirms that you have the amount stated in your application available.
Where relevant to your project you can also submit: ☐ Design and detailed plans ☒ Quotes and estimates for works ☐ Copies of any relevant permission approvals or consents required for the work to be completed or confirmation that planning is not needed ☐ A copy of the lease or deeds to show that you are entitled to carry out the project. If the application relates to property subject to a lease or mortgage, written evidence of the landlord's consent /mortgagee's consent to the proposed works must also be provided. ☐ Evidence of consultation, for example a community consultation such as a survey or an event ☒ Place Plan / Community Plan ☒ Evidence of support by any other community or voluntary organisations that will benefit from the project, also potential facility user organisations. This can include extracts from a village appraisal, town or community council development plan, local area plans or similar works completed by a village or community group to evidence community need ☐ Copy of a business plan/operating plan

We may request additional information if needed.

6. Privacy Statement

We take your privacy seriously and will only use your personal information to deliver the service you have requested. We will not share your data with anyone else except for purposes required or allowed by law, such as for the protection of fraud – you can find information about how we handle your personal information by visiting our [Funding Development & Management Privacy Policy](#)

Declaration:

I declare that I have read and understood the applicant guidance notes, that there are no conflicts of interest between any members of the applicant organisation and suppliers used to undertake project activity, and that we have arrangements in place to ensure no such conflicts of interest arise during the project.

I confirm on behalf of the group that I have the authority to submit this application and that all information provided in the application, to my knowledge, is correct and true. I understand that the grant will have to be spent in accordance with the terms and conditions of the offer and that failure to conform to these terms and conditions may result in the grant having to be repaid, either partially or in full.

Permission to share information:

I give the Council permission to share my information with officers and Members relating to the Conwy Pride in Place Impact Fund and my application.

Permission to contact you:

I give the Council permission to contact me about Conwy Pride in Place Impact Fund.

Signature:

Date:.....