

Abergele Town Council

MINUTES

A meeting of the Placeplan Committee was held on Thursday 28th November/Tachwedd 2019 at 6:30pm in the Town Hall, Llanddulas Road, Abergele.

443/19 **Attendance Register**,

Cllrs: D M Armstrong; Dr. M. Baker; M. Bond; G. Frost; P Heap-Williams; A. Hunter; C. McCoubrey; D A MacRae; R.M. Medicott; M. Richards; A. Wood; Vicki Pulo (ITACA); Linda Tavernor (ITACA); Paul Roberts (AAT)
In attendance: Chris Gentle (Roberts Limbrick); Mr John Hutchinson
Members of the public.
Mrs L Whalley (Deputy Clerk)

444/19 **Apologies**

The Mayor, Cllr. S Jones-Roberts; J M Bird; B. C. Roberts; S Rowlands;

445/19 **Absence with no apologies**

R.G. Waters;

446/19 **Declaration of Interest**

- Members were reminded that they must declare the **existence** and **nature** of any personal and/or prejudicial interests (using the form provided for this purpose). NONE declared.

447/19 **To welcome new members to the committee**

New Members Ms Vicki Pulo of ITACA and Mr Paul Roberts of the Abergele Association of Traders were welcomed to the committee.

At the request of Chris Jones and Chris Gentle and in accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order no.68, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

Standing Orders were suspended

448/19 **Guest Speaker to the Committee**

Mr. Chris Gentle of Roberts Limbrick Architects for the Pensarn Beach Masterplan (Report: Pensarn Masterplan Brief Report) was welcomed to the meeting. Mr Gentle presented the plan and gave an overview of the 3 conceptual options. Early indications are that the plan has met with positive support, but it was emphasised that that the plan is at a conceptual stage. More research is yet to be done particularly in the areas of sea defences, access to the area, water sport activity and traffic management.

Members of the public were invited back into the Chamber

Standing Orders were re-instated

449/19 **Minutes**

The Minutes of the last Placeplan Committee meeting, held on 26th September/Medi 2019 were **APPROVED** and signed.

450/19 **Matters Arising from those and other Minutes**

- a) An email from Shane Wetton with clarification on funding for the Welsh Language Activity was **RECEIVED**. It was **PROPOSED** that Menter Iaith be invited to the next meeting to explain the types of activity and the costs involved. It was further recommended that the Theme Leads, Chair and Vice Chair meet with Menter Iaith prior to the next Placeplan meeting to discuss the proposed activities.
- b) The recommendations from the last meeting of the Marketing & Promotion Sub Committee under Min No: 389/19 (d) regarding translation services was **RECEIVED**.

At the quoted rate of £55/1000 words by Menter laith the prescribed areas of the website for translation is estimated to cost approx. £200. It was **RESOLVED** to **APPROVE** the appointment of Menter laith.

- c) An email from Shane Wetton regarding translation was **RECEIVED**. Under the terms of the BCA contract, the cost of translating the website can be met from S106 funding.

- 451/19 A report on Place Brand Application was **RECEIVED**. The stickers for the bus shelters and the proposals for gable end murals are subject to planning procedures. The bus shelter stickers had to be resized (smaller) for Health & Safety reasons. A further suggestion to install a pictorial branding sticker in the window of the former Barclays Bank was costed at around £400. It was suggested that savings made by reducing the bus shelter stickers could fund this. CJR to check the figures and bring back to the next meeting. The Planning Dept also submitted alternative suggestions for the gable ends which Members did not approve, citing the rules for applying the branding and its colour palette. Alternatives, such as a specially commissioned mural artist could be considered to deal with the gable ends but this would sit outside the remit of the Placeplan. Cllr Baker will raise the treatment of the gable ends at his next Conservation meeting at County level.
- 452/19 A report regarding Abergele Parks was **RECEIVED**. The parks project is considered a key part of the Community Plan. Contact has been made with the Gardening Club and Incredible Edible. With the support of the Community, Well Being & Culture Advisory Group CJR will be leading on a community meeting in January followed by a consultation in February.
- 453/19 An update from Chris Jones regarding the Old School was **RECEIVED**. CJR is pursuing a response from the Health Board regarding the whole area.

Standing Orders were suspended.

- 454/19 Information from BCA regarding the town website, a scope of work and a job specification for a website administrator/translator was **RECEIVED**. Mr John Hutchinson gave a summary of the work that he has completed at the conclusion of his contract and confirmed that the website is ready for an official launch. Mr Hutchinson emphasised that the website has capacity for a lot more information to be uploaded and that this is a dynamic ongoing process. The branding toolkit has also been uploaded and a Facebook page created called 'Abergelepensarn'. JH expressed his willingness to continue administering the site until a replacement is found.

Standing Orders were reinstated

Cllr Wood thanked Mr Hutchinson for his work on the website and addressed Members with a proposal relating to the scope of work and job specification. Cllr Wood recommended that the committee approve the appointment of Mr Hutchinson to continue administering the website until a replacement is found (or April 2020 whichever is soonest). Cllr Wood then recommended that the ongoing administration and translation work be undertaken by ITACA under an SLA. However, it was noted that the agenda item was to consider the scope of work and job specification documents for the administration of the website going forward. They were considered to be very broad in their representation of what was required and were **DEFERRED** to the Staffing Committee for review. It was **PROPOSED** that Cllr Wood's comments be **NOTED** and put on a future Agenda when considering the long-term management, costs and personnel for administering the website.

John Hutchinson left the room at this juncture having declared an interest in the following item

- 455/19 Information regarding the launch of the website and branding (Report: Placeplan Public Launch) was **RECEIVED**. The proposed 'Placeplan Launch' was discussed with regard to resources. Of three options which included the Town Hall office, the Events team at Conwy and John Hutchinson, the most practicable was to request a quote from Mr Hutchinson. The launch is to promote all aspects of the Placeplan to date including the website with a view to raising the public's awareness of the Placeplan's recent activities and projects going forward.

The event is timed to concur with TfW's proposed refurbishment and the recommissioning of Abergele Pensarn Railway Station. It was **PROPOSED** that John Hutchinson is invited to submit a quote to organise the launch. The Access and Infrastructure Advisory group is to oversee the planning of the event.

456/19 A report and information regarding Abergele Train Station (Report: Abergele Train Station) was **RECEIVED**. CJR provided more information on the TfW project to make the station accessible again. The project is part of a Wales-Wide station improvement plan. The Placeplan can act as a conduit to bring workable ideas into the station such as commercial and community organisations whose activities are sympathetic to the immediate surroundings and the station's position close to the sea, to occupy the spaces. Cllr Baker noted that some aspects of the station's structure are listed. The Access and Infrastructure group will lead a Task Group on taking these ideas forward and for working in partnership with local businesses, community groups, TfW and CCBC. A vote of thanks was made to Cllr Jones-Roberts for bringing this scheme to the attention of the Placeplan.

Councillor Medicott, Chris Jones & Chris Gentle left at this juncture.

457/19 An email regarding Beach Clean equipment was **RECEIVED**. Free equipment from CCBC has been received and the boards are to be ordered as soon the translation is completed.

458/19 An update from the Theme leads on any progress to date was **RECEIVED**.

- a) Community Wellbeing and Culture – The meeting convened for December could not take place but will be scheduled for January 2020.

Councillor Baker left at this juncture

- b) Access & Infrastructure – current activities have been covered by tonight's meeting.
- c) Business Tourism & Jobs – current activities have covered by tonight's meeting. Meeting notes from a meeting held on Monday 25th November will be tabled as soon as they are ready.

Meeting Closed at 20:20

Signed

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(Chairman)