MINUTES OF A MEETING OF THE PLACE PLAN STEERING COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD AT THE TOWN HALL AND REMOTELY (VIA ZOOM) AT 11AM ON FRIDAY 6TH DECEMBER 2024

PRESENT: Cllrs: Ricki Owen, Hannah Fleet, Philip Ashe, Cty Cllr Cheryl Carlisle
Co-opted Community/Business Representatives: Brian Cossey (Vice-Chair), Rob Dix, David Sewell, Tracey Toulmin

OFFICERS: Tina Earley, Town Clerk
Rachael Gill, Place Plan Manager
Pam Everley, Assistant Clerk
Shane Wetton, Place Plan Officer, Conwy CBC
Natalie Hughes, Creu Conwy (CCBC) and Colwyn Bay Town Team

296/24 __Welcome and Apologies for Absence:__

Apologies were received from David Masding (Chair), Cllr Jason Higgins.

297/24 __Vice Chair__

Resolved to confirm the appointment of Brian Cossey as Vice Chair.

298/24 __To receive and approve the minutes of the last meeting__

Resolved to approve and sign, as a correct record, the minutes of the last meeting, held on 20th September 2024.

299/24 __Matters Arising from that meeting:__

a) Feedback from Local Area Forum

It was noted that Cllr CC had been unable to attend Forum due to illness. TE and RG were able to attend and will share their notes. It was noted that TE and RG have now been formally appointed as members of the Central Local Area Forum and will receive a invite and agenda for future meetings.

RD queried what the current situation was with regard to gaining SPG status for the Place Plan. SE explained that CCBC has commissioned Planning Aid Wales to work with them over the coming months to explore how the Bay of Colwyn Place Plan (and others) align with the requirements for adoption as Supplementary Planning Guidance (SPG).

300/24 __Terms of Reference:__

TE explained the legal notice received from One Voice Wales / NALC and advised members of the need to change the title of the Committee to an Advisory Committee, to avoid having to amend the voting rights for non-elected Members of the committee.

Resolved for TE to amend and circulate the updated Terms of Reference.

301/24 Progress Report

The Committee received an update report from Place Plan Manager on the first 3 months priorities:

- ***a)*** *Set up diary of regular meetings with 6 working groups-* ***Work started then agreed to wait until Pam was in post. I have met now informally with all of the six groups and met lots of people that I haven't had a working relationship before which has been really positive.***
- ***b)*** *Funding application to extend post –* ***Met with Aled from CVSC to discuss a 2 year funding application and will be working on this in December***
- ***c)*** *Develop Communication and Engagement Strategy –* ***Draft to be presented to Place Plan Steering group 6th December for comment and approval***
- ***d)*** *Review all mini reports and create one action plan –* ***Action plan completed***
- ***e)*** *Identify potential funding opportunities –* ***Met with Aled from CVSC and Eirian from the Lottery to look at potential pots also spoken to a few key CCBC officers as well.***
- *f)* *Support Town Clerk with key projects –* ***Beach of Dreams and Gardd Pawb***
- *g)* *Winter Newsletter* ***– Due out December***
- *h)* *Get out and about! –* ***List of meetings in agenda pack***
- ***i)*** *Get a social media presence for the Place Plan –* ***To be carried forward as looking at best options***
- *j)* *Contacting commercial agents –* ***spoken to a couple but need to carry forward as their attendance will be encouraged at the event we are going to develop with David Rudlin and Vicky Payne (BDP Urban Design and recommended after Shane Wetton attended an event that they presented at in Wrexham)***

Cllr CC thanked RG for her tremendous efforts to date. The group agreed and added their appreciation for the positive progress that has already been achieved.

302/24 S.106 Information and Discussion – Richard Clarke, CCBC:

Richard Clarke joined the meeting to explain Planning Obligations and legal agreements (S106). The information documents and slides presented will be circulated for members for future reference, including links to guidance notes and the CCBC Spending Protocol.

In summary, there is £442,250 of funds currently available to be used for projects in the Bay of Colwyn area, spread across a number of categories including allotments, education, highways, libraries and open spaces. Projects must adhere to the specific criteria stipulated for each legal agreement, which fall under the Section 106 Planning Obligations. Richard and Shane will guide in this aspect.

Most of the legal agreements (Planning Obligations) have a ten-year deadline, from the date of receipt of funds, with some variations on historical agreements. Further funds are expected from developments current in progress.

Once working groups have had an opportunity to review what funding is available, this can be used to guide and prioritise future projects. Some of the S.106 funds may be able to be used towards the match-funding for the post of Place Plan Manager.

Resolved to request that Richard Clarke shares the slides/documents presented at the meeting, for future reference by the Committee.
Resolved for the documents to then be shared with the working groups for review against current actions/priorities.

303/24 <u>Communication and Engagement Strategy:</u>

Members received the draft strategy. RG discussed the five key pillars of the Strategy, which are seen as being fundamental to its success:

1. Keeping the community up to date
2. Transparency
3. Engaging key stakeholders
4. Ensuring feedback on feasibility and constraints
5. Progress reporting

RG agreed with the importance of keeping businesses informed, as raised by TT. Members were asked to submit any comments/observations to the Place Plan Manager as soon as possible.

Resolved to then submit the Draft Strategy to the Town Council for formal approval.

304/24 <u>Project/Funding Priorities for 2025/26:</u>

Members received information regarding project/budget priorities/requests from Working Groups for 2025/26 to include:

a) **Bay of Colwyn Draft Marketing Strategy**

The Place Plan Manager submitted a draft Marketing Strategy, which had been developed in response to the actions/priorities of a number of the Place Plan Working Groups.
Members then received details of a draft project proposal, prepared by RG, to commence delivering on the objectives in the marketing strategy in 2025/26. The initial project will involve developing a Creative Skills Academy, using a Social Enterprise Model, with TAPE agreeing to act as the Lead Body, but involving other local bodies such as Bayside Radio in its delivery. To enable a funding bid to be developed for this 18-month pilot project, a match-funding contribution of £10,000 will be required in 2025/26, with a further £5,000 in 2026/27. This will enable a funding application to be submitted to Gwynt y Mor for £75,000, with the possibility, if successful, of a larger bid then going to the Lottery People and Places grant scheme.

RG explained that Tape would lead on the application to Gwynt y Mor, from the perspective of upskilling and providing opportunities for young people, but the project would take a very collaborative approach to benefit the whole Bay of Colwyn community. The plan was received enthusiastically by all members.

Resolved to approve the Draft Marketing Strategy and share it with the Place Plan Working Groups, for information, and then submit it to the Town Council with a request for match-funding for the funding bid in 2025/26 and 2026/27.

b) Expression of Interest (EOI) – Colwyn Bay Interpretation Panels CCBC Brilliant Basics bid

Natalie Hughes advised that an EOI has been submitted and invited to the next stage and, if successful, will be seeking match funding of £12,000 towards a project to upgrade/replace approximately 20 old interpretation panels across the Bay of Colwyn area. It was noted that some funds may be available using the Open Spaces S.106 obligations, as discussed in Minute 302/24 above. It was noted that it would be useful for the Place Plan Advisory Committee to have a budget allocated by the Town Council annually for using for match-funding for projects such as this, which can bring in significant amounts of external funding but often arrive without much warning and require quick decisions to be made.

Resolved for NH to share the interpretive review document with members.
Further Resolved to request that the Town Council considers allocating an annual budget for Place Plan Project funding.
Resolved to support the EOI, in principle, and to explore what match-funding may be available.

c) Town Centre Engagement Event Spring 2025
RG outlined plans for a spring event involving David Rudlin and Vicky Payne (Town Centre guru / urban planner) as guest speakers, along with the Police & Crime Commissioner and CCBC's Dylan Jones (to give an update on the Town Centre and Active Travel project). The event will be focussed at key local stakeholders and more details will follow at the meeting in February.

Resolved to support and recommend funding of approximately £2,000 for this event, from the existing Place Plan budget.

305/24 Confirm Personal Development Review for Place Plan Manager:
Members received extremely positive feedback from TE, on behalf of the Chair, following a recent PDR meeting with the Place Plan Manager, at the end of her three-month probationary period. Objectives have been agreed for the year ahead and it was noted that a recommendation is being submitted to the Staffing Committee to increase 1 salary point, based on experience brought to the role and exemplary performance, to date.

The Meeting closed at approximately 1pm ……………………………………. Chairman