



**CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB

01248681697 Town Clerk: jayne@llanfairfechan.net

**MINUTES FROM WEDNESDAY 8th DECEMBER 2021
MEETING OF THE FULL TOWN COUNCIL**

In attendance: Chair: Deputy Mayor Cllr Christopher Jones; Mayor Penny Andow; Cllr Laura Fielding; Cllr Andrew Hinchliff; Cllr Claire Hughes; Cllr Nia Jones; Cllr Alun Rhys Jones; Cllr Gareth Wyn Jones; Cllr Delohne Merrell;

161. Welcome by Chair of Meeting

162. To receive apologies for absence Cllr Christine Roberts; Cllr Carol Gell Resolved to receive and take note

163. To receive declaration of interest – Code of Local Government Conduct applies

Cllr A Hinchliff declared his role on the CCBC Planning Committee but has confirmed he is able to remain in the meeting if he does not comment on his intention to vote Resolved to receive and take note

164. To receive representations and queries from the public:

Llanfairfechan Project Manager for CCBC and Flood Risk & Infrastructure Manager were in attendance to give information about the Llanfairfechan Promenade flood protection and car park project. The new Coastal Defence Improvements project will include the car park restructure and changes to the sea wall and beach access and these matters were taken individually:

Item 1. Car Park - Councillors had received documents showing maps of the initial design of the new Promenade Car Park. It was explained that CCBC had managed to secure funding from Welsh Government as part of the larger flood risk project money and, although this has caused a delay in moving forward, it does give a much better opportunity to meet the needs of the area and the coming months will now see a move to the detailed plan and construction stage. Under the terms of Welsh Government funding, designs and planning permissions will need to be completed by 31st March which gives four months for public consultation and design processes. It was clearly stated that Town Council and residents will have the opportunity to provide suggestions for the CCBC team to consider.

The following questions were submitted by elected members:

1. Can some of the disabled spaces be on the front so that people can sit in their car and take in the views?

There is no reason why disabled bays could not be moved to allow a view to the sea wall. These are exactly the kind of suggestions that can be considered within the detailed design of the project

2. Do we need a path for pedestrians and cyclists when there's a usable path going along the front of the car park? Several elected members were against the idea of using parking space for pedestrian access as it was considered that there is already good pedestrian access from the promenade footpaths. The feeling was that parking should be maximised and it was suggested that the grassed area that is already used informally could be 'grass concreted' to allow parking on it in busy times. This is something that would need to go to public consultation as the area is well used for family activities.

3. Is the telephone box being relocated and if so where will it be?

The telephone box will not be relocated

4. Are the electric charging stations by the Towers? This area traditionally floods so will the new flood defences address this issue? How many more electrical charging spaces would there be scope for in the future?

Work will be undertaken to improve drainage and make sure that the area is safe for charging points. It was noted that there will always be some degree of flooding in areas on the coast but that the flooding can be directed away from sensitive areas. It may be that the current flooding can be redirected towards the grassed areas to minimise

disruption to cars. The number of electric charging points is indicative at this stage and future proofing to include more points will be considered. It has previously been suggested the car spaces could be ducted in readiness for charging points in the future. This matter is largely a cost issue as the costs for implementation are not only about equipment in situ but the wider ability of electrical supply infrastructure to cope with the extra demand. This will be fully investigated during the detailed design stage.

5. Are there any campervan provisions?

It is up to elected members to consider whether they want to implement any campervan provision on the promenade. It was noted that dedicated parking spots would have to include water/waste and electricity provision and there could be a charge implemented. This matter should be included in public consultation as it can be a contentious issue in a residential area.

6. Pavement opposite Seagrass and entry and exit points

It was suggested that it may be safer to implement a one-way system in at the entrance by Seagrass and out along the current road from the jetty. This could be considered and further consultation with elected members and current users of the area will contribute to final decisions.

7. What are the timescales for the project?

Design and planning to be completed by 31st March. All permits and tenders in place by 1st April. Some consideration may need to be made about whether the work should take place over the summer or be started in the Autumn after the summer rush. Again something to be included in public consultation and elected members views will also be considered. The funding process for the whole Coastal Defence Project (which now includes the car park work) will be that CCBC will borrow the money to undertake the work and WG will pay back 85% costs with CCBC left to find the remaining 15%.

It was noted that the car park scheme is long overdue, and this is a very contentious issue with residents. It was also pointed out that the quality of the interim remedial work had been extremely poor, and complaints received from residents. It was accepted by CCBC Officers that the current condition of the car park is very poor. It was agreed that this matter will be taken back to ERF managers for discussion about short term remedial work within the next three to four months to make sure the car park is usable over the summer if the work is held off.

8. Other questions about the car park such as pay and display, displacement parking and residential parking are for the ERF team to address.

It was noted the residential must be considered within the scheme so that it will go through as a CCBC led project. This will ensure that resident parking for domestic properties on the Promenade will not be charged. Town Council survey about pay and display took place in 2016 and it is crucial that further public consultation takes place before any decisions are made.

Item 2. Coastal Defence Project. The main plan for the coastal defence works in Llanfairfechan is the raising of the wall by roughly 33 cms. This means the project is quite straightforward and may be implemented without extra disruption and it is hoped all works will take place together. It was noted there was considerable public consultation prior to the main bid being prepared for Welsh Government which took place in the Community Town Hall.

1. Beach access is a huge concern to residents, has this been included in the scheme?

Beach access is a problem across the county, and it is no surprise as the whole of the North Wales is an artificial coastline. There are properties along the length of Conwy that have been built in areas that would have been part of the beach if left to naturalise. It was stated 'we have drawn a line where the sea should be'. Beach access is a priority and will be included in the scheme – what form it will take is undecided currently but will be included in the detailed design stage and residents and elected members will have the chance to comment.

2. Communication and consultation

It was agreed that this is going to be of great importance during the project. All plans and information will be available at: [Conwy Coastal Defence Llanfairfechan Project](#). Town Clerk also requested paper copies to be put into the window at the Community Town Hall. Officers will return to Town Council meetings on an ongoing basis during the project development and implementation and liaise with the Town Clerk to make sure all information is shared.

Item 3. Emergency work to repair the Cob Damage.

Conwy Council have issued this statement: A section of privately owned sea wall along the Cob at Llanfairfechan was breached during a storm on 5 October 2021. A public right of way is located behind the breached section.

On 23 November 2021, the Cabinet approved carrying out emergency rock armour repairs at an estimated cost of £275,000 for the failed section, with an attempt to recover costs subject to identifying the landowner.

There was further damage caused by storms in late November and December and we've been carrying out additional structural assessments and surveys. We recognise how important the footpath is to the local community and we want to get the repairs underway as soon as possible

A further discussion took place and the CCBC Flood Risk & Infrastructure Manager stated that for work to begin there needs to be agreement from CCBC procurement processes to appoint a contractor. There also needs to be a solution to access difficulties – the area is difficult to access with rock armour but might be approached by sea or across Network Rail property or along the beach. In addition Natural Resources Wales NRW require a marine licence for work to be undertaken on the foreshore. CCBC are arguing the urgency of the matter and have pointed out that if this was NRW land they would not need licences and could proceed straight away.

In response to the matter of ownership, it was pointed out that a lease has been found that shows the land is owned by the Crown. This information will be shared with CCBC for evidence.

A considerable problem with this area is its priority level with regards to Welsh Government funding. With no residential properties or businesses close by, it could be assessed as low priority, and this is why funding has not been forthcoming. CCBC are investigating all options. It should be noted that CCBC Cabinet have agreed the work should go ahead and the owner of the land pursued for repayment after the work is completed. A positive is that Network Rail have recognised the potential threat to their transport link and have agreed there is a need for the work to take place as soon as possible.

The following comments were made by elected members:

1. The need to communicate on a daily basis with updates cannot be underestimated. Deadlines need to be set so that residents know this work is being addressed.

All information will be available at the previously discussed webpage [Conwy Coastal Defence Llanfairfechan Project](#) and the CCBC Officers will be in touch with the Town Clerk so that information can be shared by email.

2. It is disappointing that work wasn't done when it was first identified as a problem. Residents are feeling that Llanfairfechan is a forgotten community and there is real frustration that we have our two valued natural assets Nant y Coed and Glan y Mor Elias under closure because of the lack of care at a preventative level. This is a lovely area, and it is being neglected. There is significant frustration across the elected members and residents group.

This has been a problematical area due to the ownership issue and CCBC are committed to keeping everyone informed through the work process that is planned

3. Timescales – is the work going to be completed before the ownership and funding issue is resolved?

Yes, as stated, CCBC Cabinet have agreed the emergency work to place at the earliest opportunity. It should be noted that, although aged, this is a poor structure and was always going to be problematical in the future. The loose filling of the wall has led to constant water ingress which has worn away the structure from the inside. Officers reported they are hopeful that some work will start to take place before Christmas, but this will depend on the permission around marine licences, a solution to access problems and procurement of contractors.

4. The Town Clerk had previously emailed about permissions for the Santa Dash and asked for an update CCBC will come back to formally agree but it would seem there is no problem with participants using the pathway up to the gate if marshals are in attendance. In response to a further query on whether that section of path might remain open, there will be information to follow.

Officers were thanked for attending and all parties agreed that we would be working closely together during the period of the projects and communication will be shared to all concerned. Resolved to receive and take note

165. To receive and approve minutes 24th November 2021 and Action List 8th December 2021

Minutes had been distributed prior to the meeting and taken as read. No Matters arising

Proposed Cllr A Hinchliff Seconded Cllr D Merrell Unanimous

Resolved to approve and take note

Action List discussed as follows:

Action and information list for 8th December 2021 Llanfairfechan Town Council Covid-19 Alert Level 0 still in operation. Covid-19 Omicron variant been identified				
Item	Action		Date	Ref
1	Playground equipment	playground has been completed. Request sent to organise phot shoot	awaiting	03/12/2021
2	Parking Review	working toward the advertising date of 1/12/21 with an operational date of 6/12/21.	email rec	23/11/2021
3	Nant y Pandy Car park	CCBC can apply permitted development rights to the parking area and can assign those rights to TC	awaiting	outcome
4	Promenade car park	On agenda		
5	Plas Menai PEG	Report at Item 13		
6	Community Planning Partnership	New meeting date to be agreed for January. Suggest drop in session with partner agencies	to	discuss
7	Flytipping at Station Road car park	Not progressed due to workload pressures	to	discuss
8	A55 junction project	Public enquiry now postponed Project on hold until further notice	on hold	on hold
12	Nant y Coed	temporary work ongoing - email shared information. Statement from CC on Facebook	email sent	22/11/2021
13	Digital Sign damage	sign has been picked up and is being mended - awaiting update	email sent	08/12/2021
16	Llanfairfechan Winter Festival	book for dates next year - Heath as possible site for fair to reduce road disruption	to	discuss
17	Defib and safety equipment	new meeting has not been set due to workload pressures	to	discuss
18	Media Trolley	equipment now delivered and awaiting for it to be installed	to	
19	Cenotaph	slate to be ordered in the new year	on hold	on hold
20	Benches and cob clearance	area clear but benches project needs to be progressed	to	discuss
21	Shelter project	round shelter, beach huts and jetty shelter	to	discuss
22	Drive in Cinema request	suggestion by residents - could be held at The Heath	to	discuss
23	Food & Artisan Markets	rebrand Llanfairfechan Sunday Local Produce Market proposed dates	to	discuss
24	Precept and finance meeting	needs to be booked so that final precept can be submitted Friday 22nd January	to	discuss
25	Meetings in the new year	should we come back into the Chamber in the new year	to	discuss

Item 1 Playground equipment. This has now been fitted at the Recreation Ground and Victoria Gardens and will be open as soon as the grass seed has taken. Clerk has requested a photo opportunity with CCBC to celebrate the partnership project.

Item 6 Community Planning Partnership - The recent Community Safety was postponed due to new variant and staff work pressures. A new session is planned for the new year and will be a more drop in approach, possibly linked to market day

Item 7 Flytipping at Station Road car park - This item has been on hold due to staff work pressures. It was noted that some residents feel the only way forward is to fit CCTV cameras in the area. Clerk to investigate this and feedback. It should be noted this is a long-standing problem that goes back many years

Item 16 Llanfairfechan Winter Festival - Suggestion that the fair for the Winter Festival 2022 could be held at The Heath to minimise road disruption. Clerk to contact CCBC to discuss

Item 17 Defib and safety equipment – The defib is on order. This group will be reconvened in the new year as Town Clerk is due to go on belated A/L and will be back on 3rd January

Item 20 & 21 Benches, Shelters project and cob clearance - Cob has been cleared by PROW contractor. Project to be restarted in the new year

Item 22 Drive in Cinema request – Clerk to ask CCBC about this.

Item 23 Food & Artisan Markets – poster being produced to go out before Christmas. Market booked for January February and March with a wide range of stall holders.

Item 24 Precept and finance meeting – Precept must be in by Friday 21st January. Finance meeting planned for first week of January and precept must be signed off and agreed at the meeting on 12th January

Proposed Cllr A Hinchliff Seconded Cllr D Merrell Unanimous

Resolved to approve and take note

166. To receive and approve information about Covid-19 Omicron variant and measures to help Town Council operate during the pandemic

1. Crisis Management Team

The staff team have been struggling to cope with workload due to the Covid-19 pandemic and the extra requirements of risk assessment, phone call queries and general discontent. It is an exceedingly difficult time as the Covid-19 guidelines now put all the responsibility onto organisations to set their own risk assessments in the

face of rising numbers of cases. It was noted that the pandemic is far from over at this stage. UK Government have reverted to Plan B in the face of the new Omicron variant. It was agreed requested that the Crisis Management Team starts to meet regularly again to offer support.

2. Street Support Project

A report had been circulated prior to meeting. The street support project was set by the Crisis Management Team (CMT) and launched on 26th March 2020, and we have helped over 180 individual residents with just under 904 tasks completed during the whole pandemic period March 2020 to June 2021. This has been primarily undertaken by Town Council staff and the majority has been through our prescription delivery arrangement with Boots chemist. The prescription deliveries are currently once a week, but, with number now rising again, this will be reviewed by the CMT in the new year against Covid-19 figures. It may be that the service will need to be increased again and, if so, Clerk to action a volunteer call out to help as staff are already working at capacity at the moment.

3. Media Trolley and Town Council meetings

The equipment has been delivered after an initial problem where the web cam had not been included. This will be assembled and ready for the new year. However, due to the new variant, the Town Council will continue to meet on ZOOM in January and reassess for the February meeting.

Proposed Cllr N Jones Seconded Cllr D Merrell Unanimous Resolved to approve and take note

167. To receive and approve information and plans from the Social Media Task & Finish group meeting on 1st December 2021

The Task and Finish Group had met and put together three points of action:

- 1. That a communications committee would be formed**
- 2. That a communication schedule will be produced annually**
- 3. That the Llanfairfechan Celebrates name will be changed to the Cyngor Tref Llanfairfechan Town Council**

It was agreed that Cllr Claire Hughes, Cllr Laura Fielding and Community Projects Officer Kirsty Merrell Daily would be group members. The group had discussed new ways of communicating such as suggestion boxes around the village and regular newsletters. The group also requested an email subscription to be developed on the website so that residents can formally join the mailing list. It was noted they had been a lot of bad press recently and Town Council must 100% do better with communication. Councillors reported they would now help to share information, and this should improve matters in the future. Some Councillors have not been seeing the information that has previously been shared and this may be as a result of Facebook algorithms. It will be important for all Councillors to like the Cyngor Tref Llanfairfechan Town Council Facebook page and share the posts in future. A vote had been taken at the last meeting and it was agreed the group should go ahead. Resolved to receive and take note

168. To receive and approve information and plans for celebrating the work on the playground at the Recreation Ground and Victoria Gardens

Discussed at Agenda Item 4 Resolved to receive and take note

169. To receive and approve Councillor Allowance information

Town Clerk will pay the Councillor Annual Allowances of £150 at the January meeting. Elected Members were reminded that a decision had been previously made that all Councillors will be paid the allowance. This is a mandatory allowance from Welsh Government to encourage a wide demographic of residents to get involved in local democracy. It is the only money that is received by Town Councillors and is designed to help with ongoing costs such as phone calls, travel and items connected with their work to represent the electorate. Many Councillors donate this directly to local charities and community groups where they can. Clerk will send out details forms to all councillors to check personal details are correct as this allowance is taxable. Resolved to receive and take note

170. To receive and approve December Finance Reports

Councillors had previously received these documents but as there were members of the public present the documents were shared on screen. Petty cash report will be shared at the next meeting and a petty cash request of £100 will be made.

Proposed Cllr A Hinchliff Seconded Cllr D Merrell Unanimous Resolved to approve and take note

171. To receive and approve payments for December 2021

1. Staff Wages and Employer & Employee pension payments £4700.00 (includes Byw'n Dda funding)
2. Reimburse Town Clerk school wooden hearts £25.00
3. Councillor allowances 2021 – 22. 11 x £150 (previously agreed that for equalities sake, all elected members will take their allowance. Many elected members then donate the £150 to charity)
4. Pedro Griffiths handmade tree fencing £320.00 (retrospective)
5. Running Imp Santa medals s137 grant £200.99 (retrospective)
6. CCBC Skips £552.00 (retrospective)
7. Glan Conwy Xmas trees (outside) £45.00 (retrospective)
8. Royal British Legion wreath payments £439.00. £139.00 for wreaths and £300 donation from Mayor's Allowance (retrospective cheque 102355)

Proposed Cllr L Fielding Seconded Cllr D Merrell Unanimous

Resolved to approve and take note

172. To discuss planning matters

173. 0/49107 118 Gorwel Llanfairfechan LL33 0DR

This was discussed and no formal observations were made beyond the agreement that the applicant should follow the findings and recommendations of the CCBC planning Officers

Resolved to receive and take note

174. To receive correspondence – during Covid-19 pandemic most correspondence is shared by email

1. Query about road calming measures by both schools

It was reported that CCBC no longer have a policy of setting speed bumps in roads due to the damage they cause on cars. However, ERF managers have announced that they are gradually introducing 20-mile an hour limits in all residential areas and so it is likely the whole of the village will be subject to these restrictions in the near future. This is to promote more active travel routes and a focus on pedestrian safety. It was noted this will only work if there are more patrols in the area, something that is unpopular with the local population. However, safety at the schools is paramount and, as it has previously been noted at Town Council, it was agreed that the areas are very dangerous and worrying. Clerk to contact CCBC to ask for more warden coverage at school time and also to contact PCSO to discuss the matter.

Resolved to receive and take note

175. To receive reports from meetings

1. Meeting about Glan y Mor Elias proposed grant application

Cllr Alun Rhys Jones reported a meeting with CCBC to discuss a funding application opportunity to develop an interpretation route along Glan y More Elias. This could include nature information and mountain range boards.

The first stage is expression of interest, and a group could be formed to discuss this in the new year. The full application requires full costings to be included and match funding of 14.4%. There are a lot of other ideas that could link in – signage and refurbishment of the shelter by the footbridge and bird hides upgrade.

2. Meeting with Plas Menai Surgery

Cllr Delohne Merrell had attended a meeting with the Rischard Marriot Practice Manager at Plas Menai Surgery along with Cllr Myfanwy Baines of Penmaenmawr Town Council. It was reported that the surgery have won a successful bid to Betsy Cadwalladr Health Trust to take over three surgeries in Conwy. This will take the patient population 15,000. He reassured that it would not affect the service in Llanfairfechan and Penmaenmawr at all as the surgeries would continue to be run as separate entities. The surgery are committed to monthly feedback meetings to review all practice and service developments. Every patient will receive a letter in the new year detailing the project. It should be remembered that GP practices are businesses, and this has already been approved by the health board. This development is not something that can be changed by public pressure. It will simply be a case of monitoring any new arrangements and feeding back any comments through the general patient surveys, Patient Engagement Group, or the Town Council links. Town Council are committed to working in partnership with the surgery to get the best service for residents in the village. The Practice Manager has been invited to our meeting on January 12th and final arrangements will be shared in the new year.

3. Meeting of Discover Llan

The group had printed 300 calendars and due to the sales success at the Winter Festival and good sales at Nisa stores, over 200 calendars have been sold. This means there will be enough money to produce a calendar for next year without having to ask for a grant from the Town Council. Resolved to receive all and take note

176. To receive urgent concerns & compliments

1. Report that the One Voice Wales training day Placemaking in the Welsh Language recently attended by Cllr A Alun Rhys Jones was very good and can be recommended to other councillors. Ideas from the session will be shared with the communications group
2. Report on water running from a domestic property in Village Road – this has previously been reported but Clerk to chase up the query with Dwr Cymru
3. Question about Nant y Coed repairs. Residents are still very unhappy about the situation. A report has been shared by County Councillor and all CCBC. The full repair project is on hold due to the NRW permitted seasons. The temporary work is being completed to make the area accessible in the short term
4. Resident has reported the new lines at Gorwel are causing problems. There is a feeling that they need extending on one side to improve safety. Clerk to investigate and report the matter to CCBC. However, it was noted this is the plan that was agreed previously by Town Council and CCBC and seen as a good solution.
5. Report that the flood work that has been completed at Aber Road has now finished. However, in the storms last week there was, again, standing water albeit in a different place.
6. Thanks were given to the Town Clerk for their work during the difficult last two months.

Chair of the meeting wished everyone a Merry Christmas and a Happy New Year and closed the meeting at 21:44

Clerk & RFO Jayne Neal is now unavailable to take queries until Monday 3rd January 2022

Urgent queries can be sent to swyddfa@lanfairfechan.net or phone 01248681697

Monday 13th December to Wednesday 15th December

Town Council Office closed from Thursday 16th December to Sunday 2nd January inclusive

Emergency ERF matters can be referred to CCBC

<https://www.conwy.gov.uk/en/Resident/Report-Pay-Apply/Report-it/Emergencies.aspx>