

Pembrey and Burry Port Town Council

Regeneration and Community Engagement Committee Special Meeting

Wednesday 14th April 2021
Dydd Mercher 14^{fed} Ebrill 2021

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Councillors Michael Theodoulou (Chair), Peter Freeman, Les George, Lisa Mitchell, Karen Morris, David Owens, Moira Thomas, Karen Trimble, Bob Walpole and Mary Wenman.

In attendance: Huw Thomas (Town Clerk and RFO), Shân Loudon (Deputy Town Clerk), Louise Robinson (Community Development Officer), Ed Davies (Administrative Assistant-Minute Taker)

Apologies: Robert John

Via Zoom 18.30 to 20.38

1. To receive apologies for absence

Apologies had been received from Cllr Robert John.

2. To receive members' declarations of interest in respect of the business to be transacted

Members noted the advice from the Finance, Governance and Personnel Committee regarding how they should be declaring interests.

Cllr Les George declared a prejudicial interest in any item related to Burry Port Harbour as he is the Chair of the Friends of Burry Port Harbour.

Cllr Michael Theodoulou declared a prejudicial interest in any item related to the Food Forward Project, as he is an employee of CBSA, who deliver the project.

Cllr Peter Freeman declared a prejudicial interest in any item related to the Food Forward Project, as he is on the Board of Directors for CBSA, who deliver the project.

3. To confirm the minutes of the Regeneration and Community Engagement Committee meeting held on Wednesday 10th March 2020

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Bob Walpole that the minutes were an accurate record of the meeting. **RESOLVED**.

Cllr Lisa Mitchel stated her abstention in the above vote as she had not been present.

4. To consider any matters arising from the minutes

Pg4 – re: litter picking equipment

The CDO confirmed that the equipment was on order and was expected soon.

5. Consideration of the Committee’s budget monitoring report

The Clerk/RFO guided members through the report, highlighting the following exceptions:

- The Christmas lighting bill from Excel Electrics had been received and paid.
- A local donation had been made to the Scouts.
- Half the charge for the new website had been paid using the budget that had been set for the community wi-fi project, which was being covered by the County Council for 2020/21.
- Community Support – the expenditure on this item was covered by grant funding and so was broadly flat.
- Overall the budget stood at 95% however there were not many costs left to come in.

6. Consideration of applications received for financial donations

None had been received.

7. Update on grants applied for/received

Members had received the report from the CDO and there were no questions.

8. Update from community forums

Members had received digital copies of the notes from each forum as well as the posters they would be using as a marketing tool.

Resilience forum

The forum was asking for support from the Council in a letter to Network Rail requesting action on the litter that was collecting under the footbridge behind the Premier Stores on Station Road.

Cllr Bob Walpole **PROPOSED**, seconded by Cllr Mary Wenman for an email to be sent to Network Rail requesting action on the litter under the footbridge. **RESOLVED.**

ACTION: Deputy Town Clerk

The forum had a second request for support from the Council in requesting further action in making alterations to the kerbing along the B4311 between the Parc y Tywyn roundabout and the railway bridge to allow for safe toad crossing of the road.

Members noted that the preferred practice for a request for action should now be for the Forum Chair to write to the Clerk/RFO with the request so that he and staff could direct it to the correct Committee and provide advice as necessary.

No decision was taken on the request.

Health forum

Members were reminded that the Zoom coffee morning was arranged for the last Friday of every month with all welcome to join.

9. Update on community support

The CDO had produced an end-of-year summary report on the Meals on Wheels initiative and commented on the success of the Easter afternoon tea they had arranged.

Additionally, the Youth Theatre had produced a video which was being seen and shared far and wide.

In response to a query on whether the Meals on Wheels initiative was breaking even or making a surplus, the CDO stated that all surplus was recycled back into the project. Members requested that the Clerk/RFO include an explanatory note for the public to show that the project was not making an overall surplus.

ACTION: Clerk/RFO

Members noted an update on the new website for the Town Council. The CDO highlighted that the Council had been waiting in a queue for the development team to get to but that progress was being made quickly on this.

In relation to works at Tan y Bryn park, it was noted that the “surfacing” referenced in the paper was for disabled access to the planting areas and that groundworks had been undertaken to divert and direct the surface water into the planting areas to prevent pooling. Also the raised beds would be finished in situ. All technical information was held by the Projects Manager.

Members noted that the CDO would be bringing information to them on future projects for the next meeting, however the previously circulated list of events and activities planned gave an outline plan for members.

Members wished to discuss possible plans regarding the Food Forward Project. Cllr Michael Theodoulou restated his declared interest and took no part in the discussion. Cllr Karen Morris took over as Chair for this section.

Members noted from the information supplied by the CDO that the maximum number of users who could be in the Senior Citizens Hall at any one time was 6 which made it unsuitable for hire once restrictions were lifted. It could however be used by the Food Forward project to set up their community store for the next few months.

The Clerk/RFO advised that although the use of a Council facilities was a matter for the Facilities and Assets Committee or the Full Council, this Committee could however recommend its preferences.

The CDO stated that as requested by the Facilities and Assets Committee she had identified potential clashes if all venue hire was moved to the Memorial Hall and had established a plan to mitigate those which would be circulated to all members. She confirmed that there would be no alternations necessary for the building if the project was placed there and that the project was seeking grant funding to allow it to pay a rental income in future.

Members **AGREED** that this item would best be discussed at the Town Council and to refer it to the next Ordinary meeting for an assessment of using the Senior Citizens Hall or other facilities.

ACTION: ref to TC

10. Consideration of creating activities for young people (referral from Facilities and Assets Committee 03/03/21)

Members noted that this item had been referred following concerns raised at a recent increase in anti-social behaviour which had resulted in damage to the dunes and some property damage. Members discussed the wider issues noting that the CDO had submitted an expression of interest with Active Sir Gar for activities for younger people.

Members noted the community organisations that provided avenues for sporting participation for younger people and suggested possible alternative sports that young people could be supported to try. It was noted that youth engagement needed to encompass more than sport and the possibility of a temporary outdoor cinema was discussed and that rather than reacting the Council should seek to form a strategy.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr David Owens for the CDO to draft a youth policy and 3-5 year plan with input from young people. **RESOLVED**.

ACTION: CDO

Members noted that the youth centre at Glan y Môr would be operational again once restrictions allowed, and it was noted that a mapping exercise of existing facilities and opportunities would be necessary for the plan.

11. Consideration of the Terms of Reference prior to the Annual Meeting

Members went through the terms of reference taking each point in turn and recommended the following alterations.

Item 1 - Regarding sub-committees, it was noted that the Planning sub-committee officially sat under this Committee, however it only ever reported to the Town Council because of the timing of meetings.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Bob Walpole that the item be reworded to reflect the operational reality of the Planning sub-committee.

Cllr Lisa Mitchell made a **COUNTER-PROPOSAL**, seconded by Cllr Mary Wenman that a recommendation be made to the Town Council for the Planning sub-committee to be made a full standing Committee of the Council.

Members voted on the first motion with 6 in favour, 2 against and 2 abstentions. **RESOLVED**

Members then voted on the counter motion with 2 in favour, 5 against and 3 abstentions. **FELL**

Item 2 – Members **AGREED** to alter the wording to state “...Councils Strategic Plan”.

Item 4 – Members **AGREED** that this item should make reference to a “budget agreed by Council”.

Item 5 – Members **AGREED** that this item should make reference to a “budget agreed by Council”.

Members queried whether the document could be re-drafted to prevent the repetition of the words “responsible for” in so many of the points.

It was noted that the Chairs Committee had, during the assessment of their own Terms of Reference refocussed to be a strategic Committee and so were recommending that the following items be included in this Committee’s terms:

“taking into account the Council’s strategic plan it will be responsible for the Council input and response to any community plan born from the community”.

Members **AGREED** to this addition.

12. Consideration of a request from a local resident for two speed bumps on Woodbrook Terrace

Members noted that this was a request for support from a resident that had been addressed to one Councillor who had asked it to be raised at this meeting. Members discussed the matter and felt the Clerk/RFO should contact the resident and signpost them to the relevant authorities and advise them to seek local support from other residents.

Action: Clerk/RFO

13. Consideration of place planning

Members **AGREED** to defer this item until the next meeting to allow progress with the agenda.

Action: Deputy Clerk for agenda

14. Consideration of the formation of a partnership board

Members had received a copy of the paper prepared by Cllr Michael Theodoulou in advance of the meeting.

Members discussed the document in detail, with some expressing concern that there was too much personal opinion and political comment within the document for it to be adopted yet. Concern was raised that the initial version of the partnership board would be appointed rather than elected.

Members discussed concerns at how to ensure the community forums remained separate from the control of the Council and were community led, and that the partnership board should be set up either with or by them rather than the Council. It was noted that one of the main roles of the partnership board would be to produce the community strategy by coordinating the priorities of the forums which were more specialised. It was noted that at present many of the forums were not fully constituted which could impede the purposes of this board. Many felt that the formation of the board should be more strongly led by the community.

Members noted this Committees responsibility in relation to the community strategy and that its creation was a separate matter to this.

It was noted that the paper although publicly available, clearly stated the author and did not imply it was the position of the Town Council.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr bob Walpole that the Committee reconsider the document once it had been redrafted and if approved for it to be shared with the forums for their input.

ACTION: Deputy Clerk for agenda

15. Consideration of dealing with non Town Council issues in order to assist the community

Members discussed at length their role in working on behalf of the community when matters were brought to them. The distinction between what actions the Council could take versus the actions they could take as Councillors was made.

Members **AGREED** that the minutes or notes from the monthly meeting with the police should be shared with all members.

ACTION: CDO

Cllr Karen Trimble left the meeting at 8.25pm.

Members discussed the matter in relation the recent anti-social behaviour in detail. It was felt that members could and perhaps should act depending on the circumstances but should make use of the organisation structure for advice and further action if necessary.

Cllr Bob Walpole left the meeting at 8.33pm.

Cllr Karen Morris **PROPOSED**, seconded by Cllr Moira Thomas that the meeting should proceed beyond its 2 hour limit. **RESOLVED**.

16. To consider any referred matters (if any)

None had been referred.

17. Any other urgent business at the discretion of the Chair

Members noted the recent news of the death of the Duke of Edinburgh, and the response of staff in posting public notice and the lowering of flags.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr David Owens that the Mayor and CDO compose a letter of condolence to send on behalf of the Council. **RESOLVED**.

ACTION: CDO

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Peter Freeman for the meeting to continue in camera. **RESOLVED**.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

No separate in camera minute produced

18. To consider the schedule of accounts

Members noted the schedule and raised no questions.

Meeting ended 8.38pm