

INFORMAL ACTION MINUTES

TKBVOICE COMMUNITY PARTNERSHIP THURSDAY 28th JULY 2022 AT 6:30PM

Present: Community Partnership

Scott Griffin, Denise Dale, Adam Williams, Bill Darwin, Stan Barrows, Barry Griffiths, Kay Redhead, Nigel Smith, Alex Bytheway

- TKBVoice – Community Connector – Helen Wilkinson

1. Welcome and Introductions – Bill Darwin, co-Chair of the Partnership welcomed everyone to the meeting and invited everyone to introduce themselves.

2. Apologies for Absence

An apology for absence was received from Jenny Beswick, Georgia Thomas, Bernice McLoughlin from the TKBVOICE Partnership.

Dylan Thomas (Clerk of TKBTC and guest), Shane Wetton, Conwy Borough Council (Place Planning Officer and guest), Chris Jones, Chris Jones Studio (Place Practitioner) also made their apologies.

3. Declarations of Interest

Bill Darwin, Co-Chair of TKBVOICE Community Partnership declared an interest in respect of Agenda Item 9 given his role as the Chair of Kinmel Bay and Towyn Community Association. He noted that he would leave the room for the discussion and not take part in decision making. No other member declared an interest.

4. Review and agree Action Minutes

The Action Minutes were reviewed page by page and approved by those present at the meeting in June subject to the error in the name of Nigel Smith being corrected. Helen noted that the approved minutes would be uploaded to the TKBVOICE website on Monday.

Action – completed on Monday 1 August as reported.

5. Approval of TKBVOICE Place Plan

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Helen presented the Place Plan for approval by the TKBVOICE Community Partnership, noting three substantive points that still needed to be incorporated:

- Barry Griffiths' comments on sea defences and flood risk shared in a paper on July 7 with Chris Jones had not yet been incorporated (due to human error and inbox overload). Apologies were made and assurance given Chris Jones would review the comments in the July paper were incorporated where possible and appropriate
- Colleagues from Conwy Borough Council were attending two briefing meetings with Towyn and Kinmel Bay Town Council on August 8 and 17th respectively, and all council members of the TKBVOICE Community Partnership could be present at this meeting. Chris Jones would also attend as an observer to hear the briefing & discussion. The aim of these meetings was for Conwy Borough Council officers to brief on the County Council's up to date position on sea defences, and the process for getting the TKBVOICE Place Plan incorporated into local planning guidance
- Helen was asking the Partnership to approve the Place Plan on this basis and noted that Towyn and Kinmel Bay Town Council had unanimously approved the Place Plan, on this understanding on Wednesday, 27th July.

There was some discussion about the significance or impact of these meetings on the content of the Place Plan and the appropriateness of the Partnership approving a Place Plan whose contents might change in August.

Helen said that Chris had briefed her. She assured the Partnership that the additions would be points of fact, clarification and up to date policy positions, rather than any substantive change to the Place Plan. However, she noted the Partnership's position and therefore proposed that:

- the Place Plan was approved subject to the Partnership having oversight of the final version of the Place Plan including a note referring members to the relevant page numbers where content had been updated;

Decision – Bill asked members if they were happy to approve the Place Plan on the terms outlined by Helen. The Place Plan was unanimously approved by all members present.

The consultants were thanked for their excellent work to bring this to conclusion in such a rapid timeline and for the vision and ambition outlined in this plan. Helen noted that this

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was a team effort, and thanked the Partnership for their involvement, support and guidance, and for getting the word out to support the community engagement process.

Actions –

- Helen to circulate the final version of the Place Plan after the 18th August electronically on the terms agreed above, giving members final oversight. (Helen has also added a short agenda item to formally approve the Place Plan in the Partnership meeting on August 25th. **Action – pending**)
- The public summary has since been shared with Partnership members, inviting comments by Friday 5th August to allow time for translation. The August meetings are not expected to require substantive changes to the public summary. **Action cleared on Friday, 29th July 2022**

6. Community Engagement Project Closure – For information, Helen noted that the 31 July 2022 was the official formal end date for the Community Connections Project, and for her contract. The micro-grant secured meant she could provide basic low level transition support and she reported she was happy to extend her pro-bono contribution for a few months. The Project closure report she was preparing for TKBTC would be shared with the Partnership for information.

Kay Redhead said that she wished to thank Helen for her commitment, and excellent work.

The TKBVOICE Community Partnership extended unanimous thanks to Helen for her work and support and for what had been achieved in such a short period of time.

7. Update on Park Run – Nisey Dale introduced the agenda item, asking members if they had heard about Park Run (which most had not) and briefed further on it based on her personal experience, and what she had found out from the host organisation, Park Run. Nisey noted that the Park Run could be a great way of strengthening community connections, supporting the Partnership's profile and engagement with the community (plus visitors/tourists) and the wellbeing agenda, and showcasing the TKB offer, as the run would cover key areas. Participation and support under the umbrella of Park Run costs in the region of £4000 so funds would need to be raised and Park Run estimated that it took up to 6 months to get up and running. There was discussion about January 2023 as being potentially a good time to launch and promote an initiative of this nature, though this would be dependent on the Partnership seeking funding to enable it to happen, and the 6 month

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timeframe would start from this point. It is therefore likely that it would be April 2023 for implementation.

Decision

Bill Darwin, as Co-Chair, asked if members were happy to approve the idea in principle as an area for the TKBVOICE Community Partnership to research further and progress. The proposal was unanimously approved in principle.

Action

Nisey Dale agreed she would go back to Park Run, research further and report back to the Partnership as and when appropriate.

Planning for the next phase

8. Review & agree August Agenda – the draft agenda for the August meeting was reviewed on the screen. Helen noted there was a need to streamline to ensure meetings kept to time and as important that the Partnership had sufficient time for discussion. She also noted that as the Community Connections Project had officially ended the Partnership could make the meetings more agile, and less bureaucratic, as they wished.

The agenda was reviewed. It was agreed to give the Sea Defences and Deprivation topics time to breathe. It was suggested one was deferred to the Sept meeting. It was suggested that it was timely to discuss Sea Defences as councillors would have attended the Town Council briefing meeting with Conwy Borough Council where this was being discussed. Chris Jones as the independent consultant would also be attending as an observer.

Decision

Members unanimously agreed to defer the deprivation topic to the September agenda. The ideas to action agenda items were also deferred as the August meeting was looking full and there was a desire to give key topics ample time for discussion.

Action – Helen to share updated agenda with members along with draft Action Minutes following the meeting the first week of August for final review.

9. Resourcing the Partnership – Options Decision Paper.

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Bill Darwin, having declared an interest on this agenda item, stepped out of the room. Scott Griffin as Vice Chair introduced the topic and asked Helen to briefly outline the three options for decision.

Helen outlined her process for preparing this paper – noting she had prepared it pro-bono to support the Partnership to think about how it developed and resourced itself. Helen drew members' attention to her process. She had taken a decision at the outset not to speak to any members of the Partnership or its advisers in preparing the paper to ensure that she wrote her independent assessment and outlined the options. This was informed by her start up experience & intelligence gathered from a range of stakeholders during the period of the Community Connections Project.

She thought all of them had merits and she was genuinely interested to hear from members about their views as ultimately it is the Partnership that has to decide which option it favours. She had spoken to Bill Darwin in his role as Chair of Kinmel Bay & Towyn Community Association, as this was one option under potential consideration. She had needed to identify if this was considered potentially viable by the Association. If not, then it could not have been presented as an option. She noted Bill Darwin had indicated that he was genuinely neutral about the options but was also happy for the option involving the Community Association to be presented for discussion and decision.

Helen noted that all three options were not mutually exclusive – one could lead to another – and that all had merits. There was a pragmatic reason – linked to an imminent funding deadline -which was the catalyst for preparing the Decision Paper, and for the Partnership considering options at this time. It had also been prompted because there was a small grants funding pot, for which applications were due on Monday, 1 August, which would potentially enable the Partnership to apply to secure resources for Helen to support the Partnership in the transition.

Questions were asked, and there was an animated discussion about the three options, all of which supported the principles of the TKBVOICE Community Partnership being community led.

Decision

Scott Griffin, Vice Chair summing up the discussion invited members to approve the option that had invited most support.

The TKBVOICE Community Partnership unanimously approved to set themselves up as an independent legal entity, as it was considered that TKBVOICE had a visible profile,

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and had developed a good reputation in a short space of time, as being genuinely independent and community led and that members should build on these strengths.

Action – Helen to share not for profit legal options electronically, and the Partnership could decide its preferred route electronically or discuss it at the next meeting so that the Partnership was in the position of securing funds to support its ambitions moving forward. ***The legal options has been tabled for discussion at the August agenda item to allow for questions & answers, and Helen will share options a week prior.***

Scott Griffin then asked Bill Darwin to re-join the meeting. Scott briefly summarised discussion headlines and the decision made.

10. TKBVOICE digital platforms/tools – maintenance & development

Helen noted this was an item on the agenda because the Community Connections had officially come to an end. The community toolkit would be updated with the Place Plan, with some further promotion. She was happy to maintain low level basic engagement for the next 3 months to support the transition and until the Partnership had formed a view on how it wishes to use and/or develop the platform. All technical info (password, payment arrangements for domains, hosting etc) would be shared in October 2023.

Quick Wins – Ideas into Action

Events/activities to foster engagement beyond July Celebration event - Kay Redhead introduced this item to spark discussion noting the wide range of events and activities TKBVOICE had hosted, partnered with, or participated in events by others. There was a discussion about how important the Partnership maintained its profile and engagement. Litter picks, Park Run initiatives, etc were all mentioned as ways of engaging the community. It was also suggested the smart thing to do was to pop up at events and activities hosted by others, rather than creating its own events. Helen noted this approach had been used for the duration of the Project, with a healthy mix of TKBVOICE events, and supporting other events in the area. Adam Williams suggested that events would flow from the Partnership deciding its ambition and also what its role was relative to others - eg he queried if litter picks was more the responsibility of the Town Council.

No formal decisions or actions were taken – there was general agreement with the idea that the Partnership needed to reflect on priorities in the Place Plan, and where the Partnership had a unique role in making a difference to avoid duplication and make start use of resources and that returning to engagement & events after priorities had been agreed would be useful. Helen also noted that there was a commitment from Chris Jones

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as Place Practitioner and Chris Gentle to do a deep dive into some of the projects the Partnership considered priorities pro bono in October.

Actions –

- All members to review the Place Plan reflecting on priorities for the Partnership and also its unique contribution and to be ready to discuss this further in the September meeting.
- Helen to firm up date for the Partnership Deep Dive Away Day session in October and to share dates when this had been provided by Chris Jones

Offer for children and young people in TKB – Alex Bytheway introduced this item to spark discussion outlining the research undertaken and his thoughts. Figures show circa 8000 young people in Conwy county overall. No specific figures he was aware for young people in TKB. He had given some thought to ways of reaching and communicating with young people – the absence of a secondary school in TKB made this harder still and issues with travel. Suggestion that bus advertising might be one way to raise awareness among young people. There was discussion about lack of housing options for young people. It was also noted that Y Morfa was a magnet for many young people living in TKB and just outside creating leisure and sporting opportunities.

No formal decisions or actions were taken – there was general agreement with the idea that the Partnership needed to reflect on how to reach young people, and ensure their involvement in the place plan moving forward. It was agreed that returning to this as an agenda item sooner rather than later would be helpful especially as Jenny Beswick also had views about the offer for children and young people.

11. **AOB** – No issues were raised.

The meeting closed just after 8:30pm.

Next meeting last Thursday in August (25/08/2022) at the usual time and location, 6pm-7:30pm at the Community Resource Centre.

Calendar invites sent and members to decline if they cannot attend.

Members can also email Helen direct, info@tkbvoice.wales with apologies.

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