

## HOLYWELL TOWN COUNCIL

### CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Town Centre Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 25 July 2017 at 6.30pm.

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PRESENT: Councillor E.B. Palmer (Chairman – see minute No. TC1).  
Councillors: M. Brooke, L.A. Carter, M.D. Phelan, J.M. Johnson - Mayor (who presided for minute TC1).

APOLOGIES FOR ABSENCE were received from Councillors A. Coleman, K. Davies, R. Dolphin, S. Johnson, P.J. McGarry, B. Scragg and P.A. York.

IN ATTENDANCE: J. Baker (Clerk), C.S. Lowry (Support Officer).

TC1. ELECTION OF CHAIRMAN 2017/18

RESOLVED:

That Councillor E.B. Palmer is elected Chairman of the Council Offices Sub-Committee for 2017/18.

TC2. APPOINTMENT OF VICE-CHAIRMAN 2017/18

RESOLVED:

That Councillor L.A. Carter is appointed Vice-Chairman of the Council Offices Sub-Committee for 2017/18.

TC3. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

TC4. STREETSCENE SERVICES – COMMUNITY OF HOLYWELL

TC4.1. Report from Holywell Streetscene Team

Nigel Seaburg attended for this item and provided a general update on current work in the Holywell community. A number of issues were raised by Members and the outcomes are summarised in the resolutions below.

RESOLVED:

- (1) The adoption of the town centre planters by traders is now approved. The planters are to remain the same colour to satisfy conservation requirements. Trader plaques can be fixed but must be the same on each planter. Clerk to arrange meeting to walk the town centre and determine quantity and position.
- (2) That Nigel sends the Council the weekly programme of work, provides assistance with the Christmas Lights switch on event and arranges to keep the bollards down to support the fire services' attendance at the 999 day on Saturday 5<sup>th</sup> August 2017.
- (3) That the Clerk writes to Alan Roberts, Leisure Services to request consideration is given to installing ramps for disabled access to Panton Place Memorial Gardens.
- (4) Other operational Streetscene actions:  
Additional dog waste bins to be installed in the Abbots Walk and Abbots Arms areas;  
Lamppost column to be repaired adjacent to 146 Pen-y-Maes Road following damage sustained in road traffic collision;  
Trees to be cut back adjacent to 53 Nant-y-Coed;  
Bus stop by Packet House, Greenfield to be cleaned and jet washed;  
Ascertain responsibility for unsafe wall/tree maintenance at site of old Grammar School on Pen-y-Maes Road.
- (5) That Nigel and the Streetscene Team be commended for the recent standard of work undertaken in the build up to the Wales in Bloom judging day, and also that Nigel is thanked for his continued support and attendance at meetings.

TC4.2. Provision of cigarette butt bins

Members considered the current situation with discarded cigarette butts in the town centre, and the provision of cigarette butt bins to mitigate the problem. Nigel suggested the installation of dual litter/butt bins in appropriate locations.

RESOLVED:

That eight dual bins are installed in the town centre. The Clerk and Councillor Brooke to agree and confirm the positions and inform Streetscene Services to plan the installation date.

TC5. COMMUNITY EVENTS PROGRAMME

TC5.1. Community Engagement Officer Update Report

In the absence of the CEO the Clerk provided an update on the events programme and confirmed the following diary dates:

<b>Date</b>	<b>Event</b>
Saturday 2 September 2017	Well Inn Music Festival (flyer circulated and booklets delivered this week)
Wednesday 6 September 2017	Events Working Group - TBC
Saturday 9 September 2017	Classic Transport Event
Friday 24 November 2017	Christmas Lights Switch On

TC5.2. Approval of Vouchers - Police 999 Day

Members considered a request from North Wales Police for the provision of lunch vouchers for volunteers/organisers for the 999 Day Saturday 5 August 2017. These vouchers were to be used at town centre food outlets.

RESOLVED:

That vouchers are approved this year subject to the production of a supporting receipt up to a maximum of £4.00 per person. Clerk to inform North Wales Police and provide the vouchers.

TC6. GATEWAY SIGNS

Members considered the provision of gateway signs to enhance signage along strategic routes accessing the Holywell community and leading into the town centre. Gateway signs have been installed successfully in other towns in the County and an example of a Mold gateway sign was circulated to members for information. The design for each sign could incorporate and celebrate different aspects of Holywell's unique heritage and history. The Gateway Signs could be linked by similar design to new Tourist Information Points in the town centre.

RESOLVED:

That the Clerk and CEO initially research grant availability for the design aspect of this project, and liaise with the County Council's Tourism Department for advice as required.

TC7. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, TC7.1, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to proposed contractual arrangements.

TC7.1. Holywell Christmas Lights 2017

Members considered the arrangements for the town centre's main festive lighting contract (copy quotation attached), and also determine whether to continue with the associated fireworks display.

The Clerk reported that it continues to be difficult to get firms interested in doing the work mainly because the existing lights were getting older and firms wished to provide from new and maintain their own products. The Council had received a generally good service from ICR group of Holywell since the contract was first awarded to the Group in 2012. Market testing had brought with it significant savings for the Authority since the original acquisition of the lights.

Members had before them a letter and quotation from ICR group for 2017. The main elements of the quotation were broadly the same as in previous years. Internal Audit advice is that the contract should be

retendered at each medium term, with the Council to determine an appropriate medium term length of time.

RESOLVED:

- (1) That the Clerk authorise ICR Group to undertake the work for the 2017 event, but inform them of the Council's intention to re-tender this contract for the 2018 event, to satisfy audit and contract standing orders guidelines.
- (2) That the Council continue with the firework display this year to conclude the Christmas Lights event. CEO to inform the Farmer and obtain permission for the use of their land to set off the fireworks.
- (3) That the Clerk considers alternative means to deliver the notification letters to householders in the vicinity of the firework display.

TC8. CLOSE OF MEETING

The Chairman closed the meeting at 7.30pm.

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Chairman