



Connah's Quay Town Council

Steven M Goodrum
Clerk of the Council & Financial Officer

Tel: 01244 819420
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www.connahsquaytowncouncil.gov.wales



22 February 2022

Dear Sir/Madam,

Notice is hereby given that a meeting of the following Committees will be held on Wednesday 2 March 2022 at 6.30p.m.

Subject to a full risk assessment being undertaken, and any Welsh Government review of COVID restrictions allowing, it is proposed to hold the meeting **in person** at Quay Building, Fron Road, Connah's Quay.

Confirmation of arrangements will be provided on Monday 28th February.

Yours faithfully

STEVEN GOODRUM
Clerk & Financial Officer



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AGENDA

COMMITTEE MEETINGS – 02/03/2022

1. NOTICE OF MEETING

To receive notice of meeting.

2. APOLOGIES

To receive apologies for non-attendance.

3. DECLARATIONS OF INTEREST

To receive details from Members of any declarations of interest relating to matters being considered at this month's Committee Meetings.

4. POLICE CONSULTATIVE ARRANGEMENTS

North Wales Police have been invited to send a representative to the meeting.

5. CONNAH'S QUAY & DISTRICT ANGLING CLUB

To receive a presentation from Connah's Quay & District Angling Club about proposals for the Rosie Pond.

PLANNING COMMITTEE – 02/03/2022

6. MINUTES

To receive and approve, or otherwise, as a correct record, the Minutes of Meeting held 2 February 2022 (pages 52 & 53).

7. NOTIFICATION OF PLANNING DECISIONS

None received.

8. PLANNING APPLICATIONS

South Ward

08/02/22 [064051](#) [Land at Mold Road, CQ](#)
Agricultural Produce & Machinery Storage Building

16/02/22 [064068](#) [3 Pengwladys Avenue, Wepre park, CQ](#)
Dormer roof to rear elevation to match existing dormer and conversion of integral garage to dining room



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Wepre Ward

16/02/22 064069 98 Wepre Park, CQ
Two storey extension to side of house and external remodelling

9. HYNET NORTH WEST CARBON DIOXIDE PIPELINE STATUTORY CONSULTATION UNDER SECTION 42 OF THE PLANNING ACT 2008

To receive a letter with notification of a public consultation dated 7 February 2022 from Hynet North West (copy enclosed).

FINANCE AND GENERAL PURPOSES COMMITTEE – 02/03/2022

10. MINUTES

To receive and approve, or otherwise, as a correct record, the Minutes of Meeting held 2 February 2022 (pages 53, 54, 55 & 56).

11. COVID-19 UPDATE

To receive a verbal update from the Clerk about the current COVID-19 situation (a briefing note from the Clerk will be issued in advance of the meeting).

12. COMMITTEE FORWARD WORK PLANNING

To receive a report from the Clerk that will help to organise the Committee's business and activities for the coming months (copy enclosed).

13. FCC BE KIND ONLINE

To receive a letter from Claire Homard, Chief Officer (Education & Youth), Flintshire County Council dated 11 February 2022 in reference to the launch of a new campaign called #FCCBeKindOnline (copy enclosed).

14. QUAY BUILDING MONTHLY UPDATE

To receive a report from the Clerk about the monthly activities at the Town Council's Quay Building (copy enclosed).



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www.connahsquaytowncouncil.gov.wales



15. CIVIC HALL

To receive a report from the Clerk about the return of the Civic Hall to the Town Council's control and management from 1st April 2022 (copy enclosed).

RECREATION AND ENTERTAINMENTS COMMITTEE – 02/03/2022

16. MINUTES

To receive and approve, or otherwise, as a correct record, the Minutes of Meeting held 2 February 2022 (pages 56, 57 & 58).

17. COMMITTEE FORWARD WORK PLANNING

To receive a report from the Clerk that will help to organise the Committee's business and activities for the coming months (copy enclosed).

18. COMMUNITY CENTRE UPDATE REPORT

To receive a report from the Clerk about the monthly activities at the Town Council's Community Centre (copy enclosed).

19. SUMMER PLAY SCHEME ARRANGEMENTS 2022

To receive a report from the Clerk about arrangements for the annual summer play scheme: Quayplay (copy enclosed).

PART 2

EXCLUSION OF PRESS AND PUBLIC

To formally exclude members of the Press and Public for the items below as they contain exempt information in respect of contractual and staffing matters.

20. TOWN CLERK INTERIM ARRANGEMENTS

To receive a report from the Clerk about the interim arrangements until a new Town Clerk is appointed and takes up their post (copy enclosed).



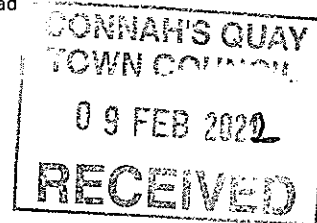
HyNet North West



liverpool bay ccs

Connah's Quay Town Council
FAO Steven Goodrum The Parish Clerk
Town Council Offices
Quay Building
Fron Road
Connah's Quay
CH5 4PJ

Registered Office
Liverpool Bay CCS Ltd
Eni House, 10 Ebury Bridge Road
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Tel: +44 (0) 20 7344 6000
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Ref: hynet-s42-07022022-2900319-2

07 February 2022

Dear Sir/Madam,

HYNET NORTH WEST CARBON DIOXIDE PIPELINE

STATUTORY CONSULTATION UNDER SECTION 42 OF THE PLANNING ACT 2008

PRE-APPLICATION PUBLICITY IN ACCORDANCE WITH SECTION 48 OF THE PLANNING ACT 2008 AND REGULATION 13 OF THE INFRASTRUCTURE PLANNING (ENVIRONMENTAL IMPACT ASSESSMENT) REGULATIONS 2017

I write in relation to Liverpool Bay CCS Limited's proposals to develop, install and operate a new carbon dioxide ('CO₂') pipeline between Ince near Stanlow, and Flint, and to repurpose an existing 24-inch natural gas pipeline between Flint and Point of Ayr Terminal for transportation of CO₂.

As the new carbon dioxide pipeline is classified as a Nationally Significant Infrastructure Project ('NSIP') under the Planning Act 2008 ('PA2008'), its construction and operation require permission known as a Development Consent Order ('DCO'). As part of this process, Liverpool Bay CCS Limited will be holding a statutory public consultation to inform its proposals before finalising its DCO application.

The public consultation will be held over a six-week period from Wednesday 9 February 2022 to Tuesday 22 March 2022. We have included within this letter more information about the Proposed Development, where you can find more information, and how you can provide your feedback. Please note that this public consultation will close at 11.59pm on 22 March 2022 and we therefore invite responses on or before this date.

1. The proposed development

The development for which the DCO will be sought is:

- a) Construction and use of Ince Above Ground Installation ('AGI') to Stanlow AGI pipeline (up to 20").
- b) Construction and use of Stanlow AGI to Flint AGI pipeline (36").
- c) Construction and use of Flint AGI to Flint Connection pipeline (24").
- d) The repurposing and use for CO₂ of the Flint Connection to Point of Ayr Terminal pipeline (24").
- e) Construction and use of Ince AGI.
- f) Construction and use of Flint AGI.
- g) Construction and use of Stanlow AGI.
- h) Construction and use of Northop Hall AGI.
- i) Construction and use of Block Valve Stations ('BVSs') located along the existing natural gas Flint Connection to Point of Ayr pipeline and Stanlow AGI to Flint AGI pipeline.



Items a-i together form the 'Pipeline'.

- j) Other infrastructure such as Cathodic Protection (CP) transformer rectifier cabinets.
- k) Ancillary works integral to the construction of the Pipeline including construction compounds and access tracks.

All of items a-k together form the 'Proposed Development'.

2. Section 42 'Duty to consult'

Section 42 of the PA2008 requires Liverpool Bay CCS Limited to consult on its proposed DCO application with those persons specified by the PA2008 and its associated regulations. These persons include, for example, local authorities within or near to the Proposed Development, prescribed consultation bodies (for example, the Environment Agency or Natural Resources Wales), those with an interest in the land to which the DCO application relates (such as landowners, tenants, occupiers, or persons with other interests in the land) and those who may be entitled to bring a claim under certain land compensation legislation should the Proposed Development be constructed and the land used for the Proposed Development.

Liverpool Bay CCS Limited has identified that you fall into one of the categories of people that it needs to consult under section 42 of the PA2008. As such, please find enclosed plans and an overview of the Proposed Development.

You can also find the following documents at www.hynethub.co.uk:

- i. The Preliminary Environmental Information Report ('PEIR') which details the proposed development and a preliminary assessment of its likely significant environmental effects.
- ii. The Non-Technical Summary ('NTS') of the findings in the PEIR.
- iii. The public consultation brochure.

Hard copies will also be available for inspection at the venues detailed in part 6 of this letter and available on request. If you would like a hard copy version of the documents, you can contact us using the details below. The public consultation brochure can also be made available in large print format, braille or other languages upon request.

3. Section 48 of the PA2008 and Regulation 13 Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 ('EIA Regulations 2017') 'Duty to publicise'

Section 48 of the PA2008 requires applicants for a DCO to publicise their proposed application via a notice in a national newspaper and in the London Gazette. A notice must also be published for two consecutive weeks in a local newspaper circulating in the vicinity of the land to which the development relates.

In addition, Regulation 13 of the EIA Regulations 2017 requires that the prospective applicant for the DCO, at the same time as publishing notice of the proposed application in accordance with section 48 of the PA2008, sends a copy of that notice to the prescribed consultees set out in Schedule 1 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009. If you are a local authority or other prescribed consultation body, you will find the Section 48 notice enclosed with this letter, as required under the EIA Regulations 2017. If you have an interest in land or may be entitled to make a claim in connection with the Proposed Development, we have also sent you the Section 48 notice for information purposes.

4. The DCO process

Liverpool Bay CCS Limited intends to submit the DCO application to the Secretary of State for Business, Energy and Industry Strategy ('**Secretary of State**') in Summer 2022. The DCO application will include supporting documents including a Consultation Report, which will record the results of this public consultation and demonstrate how Liverpool Bay CCS Limited has had regard to the public consultation responses in preparing its DCO application. There will be an opportunity for



any person who wishes to comment on the DCO application, once it has been submitted by Liverpool Bay CCS Limited and accepted, to do so directly to the Planning Inspectorate. Further notices advertising the period allowed for making such comments will be issued at that time.

The DCO application will be examined by an Examining Authority (a single Inspector or panel of Inspectors appointed from the Planning Inspectorate) on behalf of the Secretary of State over a six-month examination period. Liverpool Bay CCS Limited anticipates that the examination period will run from around the fourth quarter 2022 until early 2023. The Examining Authority will then make a recommendation to the Secretary of State who will then make the final decision whether or not to grant a DCO in the third quarter of 2023.

If granted, the DCO would authorise the construction and operation of the Proposed Development. The DCO would also include compulsory acquisition powers for the permanent acquisition of land and / or rights over land. The DCO may also include (if required) powers for the temporary occupation of land, the extinguishment or overriding of easements and other rights over or affecting land required for the Proposed Development, the application and / or disapplication of legislation relevant to the Proposed Development, highway powers and tree and hedgerow removal, amongst other matters.

5. Environmental Impact Assessment

As the proposed development falls under paragraph 2(1) of Schedule 1 of the EIA Regulations 2017, the DCO application will also be supported by an Environmental Statement ('ES') that will be prepared following the undertaking of an Environmental Impact Assessment ('EIA'). The ES will contain information about the likely significant environmental effects of the Proposed Development, and how any adverse effects will be mitigated.

As part of this public consultation, you can view the PEIR, which sets out Liverpool Bay CCS Limited's preliminary view of the likely significant environmental effects. The PEIR does not contain the final findings, as the EIA is ongoing and a full ES will be submitted as part of the DCO application. The Non-Technical Summary of the PEIR provides a non-technical overview of the findings set out in the PEIR.

6. The public consultation

The public consultation will be held from 9 February 2022 to 22 March 2022 and gives you the opportunity to provide your feedback or questions on the proposals for the Proposed Development. **Please provide your feedback by 11.59pm on 22 March 2022.** More information can be found at www.hynethub.co.uk.

Liverpool Bay CCS Limited plans to hold online presentations and drop-in face-to-face events in the vicinity of the Proposed Development as set out in Table 1 below. All appropriate COVID-19 precautions will be taken and relevant government guidance at the time of the events will be followed. If it is not possible to hold in-person events due to COVID-19 restrictions, an additional online event shall be organised in lieu of each cancelled face-to-face event. We advise those interested in attending any of the in-person events to check www.hynethub.co.uk prior to attending for any updates to the events.

Table 1

Date	Location	Time
Tuesday 15 February 2022	Llanasa Village Hall, Llanasa, Holywell, CH8 9NF	2-4pm
Tuesday 15 February 2022	Talacre Community Centre, Gamfa Wen, Talacre, CH8 9RT	5-7pm
Monday 28 February 2022	Vernon Institute, 62 Hermitage Road, Saughall, CH1 6EN	3-7pm



Saturday 5 March 2022	Quay Building, Fron Road, Connah's Quay, CH5 4PJ	11am - 1pm
Saturday 5 March 2022	Northop Village Hall, High Street, Northop, CH7 6BQ	2-4pm
Saturday 5 March 2022	Queensferry War Memorial Institute, Chester Road West, Queensferry, CH5 1SA	5-7pm
Wednesday 9 March 2022	Ellesmere Port Civic Hall, Civic Way, Ellesmere Port, CH65 0AZ	3-7pm
Saturday 19 February 2022	Online event - book your place at www.hynethub.co.uk	1-2pm
Thursday 24 February 2022	Online event - book your place at www.hynethub.co.uk	6-7pm
Friday 11 March 2022	Online event - book your place at www.hynethub.co.uk	11am - 12pm

Throughout the public consultation period from 9 February 2022 to 22 March 2022, you can view hard copies of the consultation materials at the deposit point locations and times listed in Table 2 below.

Table 2

Venue and address	Opening times
Ellesmere Port Library Civic Way, Ellesmere Port, CH65 0BG 0151 337 4684	Monday 9am-7pm, Tuesday 9am-5pm, Wednesday 9am-5pm, Thursday 9am-7pm, Friday 9am-7pm, Saturday 9am-1pm, Sunday Closed.
Flint Library Church Street, Flint, CH6 5AP 01352 703737	Monday 9:30am-5pm, Tuesday 9:30am-7pm, Wednesday 9:30am-5pm, Thursday 9:30am-7pm, Friday 9:30am-5pm, Saturday 9:30am-12pm, Sunday Closed.
Prestatyn Library 21 King's Avenue, Prestatyn, LL19 9AA 01745 854841	Monday 9.30am-6pm, Tuesday 9.30am-5pm, Wednesday 9.30am-1pm; Thursday 9.30am-5pm, Friday 9.30am-5pm, Saturday 9.30am-12.30pm, Sunday Closed.
Chester Library at Storyhouse Hunter Street, Chester, CH1 2AR 01244 409113, option two	Monday - Saturday 8.30am-7pm, Sunday 9.30am-6pm.

We advise members of the public to check with the relevant venue regarding any COVID-19 restrictions that may be in place prior to visiting. In the event of needing to cancel the use of deposit points due to COVID-19 restrictions, the consultation materials will remain available to view online at www.hynethub.co.uk.



Hard copies of the consultation materials will also be made available upon request, regardless of the COVID-19 situation. Copies of the public consultation brochure and non-technical summary of the PEIR will be provided free of charge. Due to the size of the PEIR as a detailed technical document, a charge of £200 will be made for the printing and delivery of the PEIR upon request.

7. How to respond to the public consultation

We would welcome your views on the Proposed Development. You can respond to the public consultation by:

- Completing a questionnaire online at: www.hynethub.co.uk
- Emailing us at: info@hynet.co.uk
- Writing to us at: FREEPOST HYNET NORTH WEST

When providing a response or representation, please include your name / the name of the body or organisation you represent, the main contact person and an address where correspondence about your response or representation may be sent.

Your responses will be analysed by Liverpool Bay CCS Limited and its appointed agents and may be passed in due course to the Secretary of State for Business, Energy and Industrial Strategy, the Planning Inspectorate and any other relevant statutory authorities so that your comments can be considered as part of the DCO application process. Your responses may therefore be made public, however, we will request that your personal details are not placed on public record. Liverpool Bay CCS Limited, its affiliates and appointed agents will hold your personal details securely and in accordance with applicable data protection legislation. They will be used solely in connection with the public consultation process and subsequent DCO application and, except as noted above, they will not be passed to third parties.

Yours faithfully,

Martin Currie

Martin Currie
Director
Liverpool Bay CCS Limited



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Finance & General Purposes Committee: Forward Work Planning

Agenda item 12, Wednesday 2nd March 2022

What is the report about?

This report provides Councillors with details about the organisation of the work of the Finance & General Purposes Committee. It is different to previous months due to the local elections taking place in May.

What is the reason for making this report?

This report will help to organise the Committee's business and activities for the coming months by providing Councillors with an indication of upcoming items for consideration.

What are the recommendations?

It is recommended that Councillors agree to the proposed Council Forward Work Plan outlined below, and agree to a Special Meeting of the Finance & General Purposes Committee on Wednesday 8th March.

Report details

Local elections for community and town councils are taking place on Thursday 5th May this year.

The March Committee meeting is the last one before the 'pre-election period' – often referred to as 'purdah' – commences.

The pre-election period, describes the period of time immediately before elections or referendums when specific restrictions on communications activity are in place. The term 'heightened sensitivity' is also used.

Pre-election rules restrict activity wider than just publicity. Use of council facilities and resources; the member's code of conduct, developing new policies and holding of events - including some meetings - featuring elected officials should all be carefully considered during a period of heightened sensitivity.

Consequently, only routine or urgent business items will be included on the April and May Committee meetings. This includes planning applications.

In previous Committee Forward Work Planning reports, a schedule of upcoming work items for the Town Council's Finance & General Purposes Committee were presented for Councillors to be aware of for the next several months.

The schedule was intended to include elements contained within the Town Council's Development Plan, as well as any actions from previous meetings.

The new council will need to set its own priorities for the coming term after the Annual Meeting and these may be different to the current Council's. Therefore, any items which have implications that may inhibit the new Council in setting its aims will be deferred until after the elections.

Proposed Forward Work Schedule

Finance & General Purposes Committee

Item	When	Notes
Local Elections 2022	Special Meeting on Wed-8-March 2022	<ul style="list-style-type: none"> To advise Council on the processes and timetable for the May Local Elections and how these may impact on Council business.
Local Government & Elections (Wales) Act 2021	Special Meeting on Wed-8-March 2022	<ul style="list-style-type: none"> To further consider the implications and implementation of the requirements contained in the Act following a meeting of the Policy & Resources Committee.
Quay Community Room Update Report	April 2022	<ul style="list-style-type: none"> To provide Council with an update in respect of the Quay Community Room.
White Ribbon UK	Annual Meeting	<ul style="list-style-type: none"> For Council to include a statement confirming its support of the aims of White Ribbon UK.
Commitment to support Ending Domestic Violence	Annual Meeting	<ul style="list-style-type: none"> For Council to include a statement confirming its commitment to ending domestic violence.
Town Council Development Plan	June 2022	<ul style="list-style-type: none"> To review and update the Town Council Development Plan to ensure it is aligned with the aims of the newly elected Council.
White Ribbon UK Action Plan	July 2022	<ul style="list-style-type: none"> To review and update the Town Council's action plan to ensure continued accreditation to White Ribbon UK.

Claire Homard
Chief Officer (Education and Youth)
Prif Swyddog (Addysg ac Ieuenctid)

Mr. Steven Goodrum
Connah's Quay Town Council
Town Council Offices
Fron Road
Connah's Quay
Flintshire
CH5 4PJ

Your Ref/Eich Cyl
Our Ref/Ein Cyf CH/CS
Date/Dyddiad 11th February, 2022
Ask for/Gofynner am Claire Homard
Direct Dial/Rhif Union 01352 704190

Dear Mr. Goodrum,

I am writing to make you aware of a new campaign called **#FCCBeKindOnline** which will launch on Flintshire's website on Tuesday 8th February 2022 and coincide with Safer Internet Day 2022.

The aim is to raise awareness of responsible use of the internet and social media and end cyber bullying in our communities. Be kind online is a simple but important message that unfortunately can get lost in the millions of online communications made each day. The Council wishes to demonstrate its commitment to this message and encourage everybody to embrace respect, empathy, and kindness online. The campaign will also promote the safe and positive use of digital channels when communicating with Council services.

The dedicated web page on the Council site aims to raise awareness of the #FCCBeKindOnline message and encourage people to pledge. We have designed five pledges for each of the following categories:

- an Individual (young person or adult) living in Flintshire
- a Flintshire School
- a Flintshire Business
- a Club or Community organisation in Flintshire

We would like to encourage Town and Community Councils to get involved by taking the Club or Community Organisation #FCCBeKindOnline pledge. As a Town Council you can promote this message with your constituents by including information in your newsletters and social media platforms. There is a template #FCCBeKindOnline Pledge card which can be used as a tool to promote discussion about the 'be kind' message and councillors and individuals can come up with their own personal pledges. Photographs of councillors or individuals with their pledges can be shared online using the hashtag #FCCBeKindOnline.

County Hall, Mold. CH7 6ND
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug. CH7 6ND
www.sirfflint.gov.uk



If you require any further information or support please contact
bekindonline@flintshire.gov.uk.

Thank you for your support.

A handwritten signature in black ink that reads "Claire Homard". The signature is written in a cursive style with a large initial 'C'.

Claire Homard
Chief Officer (Education & Youth)

Finance & General Purposes Committee: Monthly Report: Quay Building

Agenda item 14, Wednesday 2nd March 2022

What is the report about?

This report is about the monthly activities at the Town Council's Quay Building.

What is the reason for making this report?

The reason for making this report is to update Council in respect of activities that have taken place during January 2022 at Quay Building.

What are the recommendations?

It is recommended that:

- (a) Council notes the content of the report; and,
- (b) Provides guidance to the Clerk about future content requirements.

Report details

This report re-introduces the regular updates about matter relating to the Council's Quay Building venue. It follows a similar format to that used previously, but will evolve over the coming months to ensure it provides appropriate and meaningful information.

The figures are based on the venue being available 7 days a week between 8am to 8pm. The venue can be hired outside of these times if required.

Where multiply bookings take place in one day, additional time is allowed for cleaning to take place between bookings. This will impact on the number of bookings capable of being hosted at the venue.

As data is built up over the coming months, it will be presented in graphical form to allow trends to be highlighted and/or identified.

Similarly, as confidence increases that lockdown measures will not be re-introduced, targets and objectives for the venue occupancy will be considered.

Council Chamber

	January	December	November
Available days during month	28	24	30
Available hours during month	336	288	360
Number of events during month	15	17	27
Number of hours of events during month	56	68	94
Occupancy – days	54%	70%	90%

	January	December	November
Occupancy – hours	17%	24%	27%
Number events in same period 2020	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)
Number of hours in same period 2020	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)

Meeting Room

	January	December	November
Available days during month	28	2	30
Available hours during month	336	288	360
Number of events during month	3	4	4
Number of hours of events during month	18	20	22
Occupancy – days	11%	16%	14%
Occupancy – hours	6%	7%	7%
Number events in same period 2020	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)
Number of hours in same period 2020	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)
Waivers during month for venue	0	0	0
Monies raised for charity events during month	Nil	Nil	Nil

Bookings for future months

During the month of February it is expected that bookings and venue occupancy will decrease slightly due to the dance classes not taking place during school holidays.

Finance & General Purposes Committee: Civic Hall

Agenda item 15, Wednesday 2nd March 2022

What is the report about?

This report is about the return of the Civic Hall to the Town Council's control and management from 1st April 2022.

What is the reason for making this report?

The Civic Hall has been used as a COVID Local Testing Site (LTS) since December 2020. Responsibility for the venue was assumed by the UK Health Security Agency whilst in use as a LTS.

The agreement for the Hall to be used as a LTS ends on 31 March 2022 and responsibility for the venue therefore returns to the Town Council.

What are the recommendations?

It is recommended that Council notes the content of the report.

Report details

In November 2020 the Town Council were approached by Betsi Cadwaladr University Health Board (BCUHB) on behalf of the UK Health Security Agency (UKHSA) to use the Civic Hall as a Local Testing Site (LTS) for a six-month period.

A six-month agreement was entered into from 3rd December 2020 with the DHSC. With the Hall expected to be returned to the Town Council in June 2021.

Due to the continued impact of COVID-19, a request was granted by the Town Council to extend the use of the Civic Hall as a LTS beyond the six-month agreement (i.e. after June 2021). The extension was granted on a 'rolling agreement' under which either party can serve a 20-day notice for the cessation of the Hall as a LTS. This agreement was until 31 March 2022.

Recent changes to COVID guidance has meant that there are lower numbers of people accessing the LTS for confirmatory PCR tests. The License has not been extended, and will end naturally at the end of March.

The Hall will therefore return to the Town Council's control from 1 April 2022.

Under the terms of the License, the Hall should be returned to the Council in at least the condition it was in when it became a LTS by the UKHSA in December 2020.

Arrangements are currently being made by the UKHSA to schedule decommissioning of the site. Decommissioning is expected to take up to a week.

Given that Easter is in April, and work will be required to prepare for the Hall re-opening, it is unlikely that the Hall will be available for use until early May.

There have been a number of enquiries for the venue throughout 2022, and these are being managed on an individual basis, with this date in mind.

Outlined below is an overview of planning arrangements to enable the Hall to resume operations as soon as practical after the License ends.

Action	When	Notes
<ul style="list-style-type: none"> Assessment of Venue condition 	<ul style="list-style-type: none"> TBC – expected towards the end of March / early April 	<ul style="list-style-type: none"> Depending on findings, there may need to be a Special Meeting of Council
<ul style="list-style-type: none"> Review and reinstatement of service agreements 	<ul style="list-style-type: none"> March 	<ul style="list-style-type: none"> Telephony, Intruder alarm, Fire alarm etc. to start from 1 April.
<ul style="list-style-type: none"> Bookings 	<ul style="list-style-type: none"> February, March, and April 	<ul style="list-style-type: none"> Contact provisional bookings regarding Hall availability. Publish information online regarding availability etc. Arrange site visits (April) for certain bookings (Wedding / Anniversary Party etc.)
<ul style="list-style-type: none"> Staffing arrangements 	<ul style="list-style-type: none"> March April 	<ul style="list-style-type: none"> Consider staffing requirements based on future bookings/events. Identify training requirements and deliver.
<ul style="list-style-type: none"> Operational matters 	<ul style="list-style-type: none"> March and April (and ongoing) 	<ul style="list-style-type: none"> Update risk assessments. Ensure all Health & Safety checks have been completed / scheduled. Review and update operating procedures (cleaning schedules / products / checklists etc.). Finalise menu's, stock control, equipment etc.

Recreation & Entertainment Committee: Forward Work Planning

Agenda item 17, Wednesday 2nd March 2022

What is the report about?

This report provides Councillors with details about the organisation of the work of the Recreation and Entertainment Committee. It is different to previous months due to the local elections taking place in May.

What is the reason for making this report?

This report will help to organise the Council business and activities for the coming months by providing Councillors with an indication of upcoming items for consideration.

What are the recommendations?

It is recommended that Councillors agree to the proposed Council Forward Work Plan outlined below.

Report details

Local elections for community and town councils are taking place on Thursday 5th May this year.

The March Committee meeting is the last one before the 'pre-election period' – often referred to as 'purdah' – commences.

The pre-election period, describes the period of time immediately before elections or referendums when specific restrictions on communications activity are in place. The term 'heightened sensitivity' is also used.

Pre-election rules restrict activity wider than just publicity. Use of council facilities and resources; the member's code of conduct, developing new policies and holding of events - including some meetings - featuring elected officials should all be carefully considered during a period of heightened sensitivity.

Consequently, only routine or urgent business items will be included on the April and May Committee meetings. This includes planning applications.

In previous Committee Forward Work Planning reports, a schedule of upcoming work items for the Town Council's Recreation & Entertainment Committee were presented for Councillors to be aware of for the next several months.

The schedule was intended to include elements contained within the Town Council's Development Plan, as well as any actions from previous meetings.

The new council will need to set its own priorities for the coming term after the Annual Meeting and these may be different to the current Council's. Therefore, any items which have

implications that may inhibit the new Council in setting its aims will be deferred until after the elections.

Proposed Forward Work Schedule

Recreation & Entertainment Committee

Item	When	Notes
Flower, Fruit & Vegetable Show 2022	April	<ul style="list-style-type: none">• To receive a report about the future of the Flower, Fruit & Vegetable Show 2022.
Mill Lane Allotment Site	April	<ul style="list-style-type: none">• To receive a report considering issues relating to Mill Lane Allotments raised at the February Committee meeting, including waiting lists.
Christmas Show / Pantomime 2022	June	<ul style="list-style-type: none">• To receive a report about plans for hosting a Christmas Show / Pantomime in 2022.
Christmas Fayre & Festive Entertainment 2022	June	<ul style="list-style-type: none">• To receive an update about the planning of the 2022 festive entertainment.
Quayplay 2022	June	<ul style="list-style-type: none">• To provide Council with an update in respect of final arrangements for 2022.

Recreation & Entertainment Committee: Monthly Report: Community Centre

Agenda item 18, Wednesday 2nd March 2022

What is the report about?

This report is about the monthly activities at the Town Council's Community Centre.

What is the reason for making this report?

The reason for making this report is to update Council in respect of activities in relation to the Community Centre that have taken place during January 2021.

What are the recommendations?

It is recommended that:

- (a) Council notes the content of the report; and,
- (b) Provides guidance to the Clerk about future content.

Report details

This report re-introduces the regular updates about matter relating to the Council's Community Centre venue. It follows a similar format to that used previously, and any suggestions from Councillors about the content are welcome.

The figures are based on the venue being available 7 days a week from 8am to 8pm.

The venue can be hired outside of these times if required.

Where multiply bookings take place in one day time is allowed for cleaning to take place.

Community Centre

	January	December	November
Available days during month	28	24	30
Available hours during month	336	288	360
Number of events during month	29	25	43
Number of hours of events during month	107	91	152
Occupancy – days	104%	104%	144%
Occupancy – hours	32%	32%	43%
Number events in same period 2020	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)

	January	December	November
Number of hours in same period 2020	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)	Nil (Due to covid restrictions)
Waivers during month for venue	0	0	0
Monies raised for charity events during month	Nil	Nil	Nil

Bookings for future months

During the month of February it is expected that bookings and venue occupancy will decrease due to no dance classes during the school holidays.

Recreation & Entertainment Committee: Summer Play Scheme Arrangements 2022

Agenda item 19, Wednesday 2nd March 2022

What is the report about?

This report is about the 2022 summer play scheme: '*Quayplay*'.

What is the reason for making this report?

The reason for making this report is to advise Councillors on arrangements for the 2022 summer play scheme which is funded by the Town Council.

What are the recommendations?

It is recommended that:

1. Councillors agree to the proposed Council Forward Work Plan outlined below; and,
2. That the Town Clerk, Chair and Vice-Chair of the Committee meets to review the Forward Work Schedule on/around Wednesday 16 February 2022.

Report details

Connah's Quay Town Council finances the Connah's Quay summer play scheme – '*Quayplay*' – each year. Flintshire County Council operates the scheme on behalf of the Town Council. The scheme has been in operation for over 40 years – and even took place during the COVID pandemic.

The Town Council funds the scheme to run for the full 6 weeks during the school summer holiday. It is free for children under the age of 11 to attend and is open to children with a range of needs, offering a 'buddy scheme' to those who require it.

The Town Council also makes provision in the budget to provide free transport to and from the scheme for local children for the duration of the scheme.

2022 Planning

It is hoped that restrictions will have eased sufficiently to allow the scheme to go ahead in the summer for the full 6 weeks this year. Planning has commenced for this year's play scheme which will run from Monday 18th July until Friday 26th August.

Arrangements are being made based on previous years, and are summarised below. A more detailed action plan is included at Appendix A. The action plan includes regular review points (highlighted) to take account of any regulations / restrictions that are – or are likely to be – in place in July.

- The location for this year will again be '*Central Park*' – using the Town Council's Community Centre.

- It is our intention to contact the 1st Connah's Quay Scouts to seek the use of their facilities to host indoor activities.
- We hope to be able to use the Navy Club car park again as a drop off and pick up point for the bus and parents, with registration at the entrance to the site.
- The Town Council will consider providing free transport to and from the scheme for local children for the duration of the scheme. There will be several pick-up and drop off points across the town which will be at/near to each of the primary schools in the town.
- The large grassed area will be used for outdoor activities including '*Kick-for-Kids*' football coaching.
- The grassed area will be clearly fenced to approx. 1m high with staff monitoring the perimeter to ensure the safety of the children at all times.
- Suitable facilities will be situated on the grassed area to provide cover for the children against the weather – from the sun or rain or both – and for changing after water based activities.
- Literature about the scheme and registration forms will be available in June. They will be delivered to each of the schools with copies also available at the Town Council Office. It will also be published on the Town Council's website and Social Media channels.
- Representatives from '*Quayplay*' and the Town Council will visit the local primary schools in early July to promote the scheme.
- Councillors are welcome to visit the scheme throughout the summer, although visits should be arranged via the Clerk.

Appendix A – Action Plan for Quayplay 2022

Action	Due
Planning meeting	Thu-31-Mar
Book Community Centre	Completed
Contact 1st Connah's Quay Scouts re use of venue	Fri-29-Apr
Contact Navy Club re use of car-park	Fri-29-Apr
Review position in view of COVID-19 restrictions	Mon-23-May
Contact Streetscene re marking pitches on grassed area outside Scouts	Mon-30-May
Contact local businesses re donations for use at the scheme	Mon-30-May
Arrange additional bins / collections	Mon-30-May
Contact CCTV re support re coverage of site	Mon-30-May
Arrange buses	Mon-30-May
Arrange exterior fencing	Mon-30-May
Contact Our Back Yard re activities for kids	Mon-30-May
Contact local groups re attendance and/or support	Mon-30-May
Alternative arrangements for bookings	Mon-30-May
Contact Streetscene re signage arrangements	Mon-30-May
Arrangements re Press and Media coverage	Mon-30-May
Contact OWL Watch re attendance at scheme	Mon-30-May
Promotion of scheme - Social Media / Online	Mon-06-Jun
Review position in view of COVID-19 restrictions	Fri-24-Jun
Site Risk Assessment	Mon-27-Jun
Arrangements re marquees	Wed-29-Jun
Arrange additional fencing at Community Centre	Wed-29-Jun
Promotion of scheme - School visits	TBC
Availability of scheme materials and details	TBC
Contact North Wales Police re attendance and increased presence during scheme	Fri-01-Jul
Review position in view of COVID-19 restrictions	Mon-11-Jul
Arrange clean up around Community Centre	Fri-15-Jul
Arrange keys for storage & entrance	Fri-15-Jul

