

Role of the Town & Area Plan Champion

Context for the role

To deliver its strategic aim of being an excellent council which is close to its community, the County Council invited the town and community councils and the businesses, community and voluntary sectors in each of its main towns and the smaller outlying communities which relate to them to join together to develop town and community plans. These are living documents which will be subject to regular reviews and which set out

- the current situation in the towns and associated communities
- the key challenges and opportunities which they will face over the next decade
- a vision for each town which will provide it and its associated communities with a sustainable future, and
- realistic and achievable actions which will deliver that vision.

Purpose of the role

To drive delivery of the priorities identified within the relevant Town and Area Plan

To facilitate effective communication within the Member Area Group and with other relevant local town and community stakeholders in relation to the Town and Area Plan

To lead the process for identification, review and development of emerging priorities within the relevant Town and its associated Communities

Accountabilities

- a. Contribute towards the development of corporate policy in relation to Town & Area Plans through participation in the Town & Area Plan Co-ordination Group
- b. Communicate corporate developments relating to Town & Area Plans to the relevant Member Area Group
- c. Feedback opinions expressed at the Member Area Group to the Town And Area Plan Co-ordination Group and to the Cabinet Lead Member for Economic Development in whose portfolio the responsibility for Town and Area Plans lies
- d. Receive performance reports in relation to the delivery of Town & Area Plan priority projects from the Single Point of Contact Officer and present these to the relevant Member Area Group on a quarterly cycle
- e. Ensure that matters of concern drawn to the attention of the Town & Area Plan Champion by the Single Point of Contact Officer are raised with Heads of Service, members of the Corporate Executive Team, Cabinet Lead Members or in other corporate fora as appropriate

- f. Act as the principal elected member contact for the relevant Town & Area Plan for town and community councils, business representative groups, third sector organisations and members of the community
- g. Act as an advocate for Town & Area Plans, reporting progress to town and community councils, business representative groups and other community organisations
- h. Contribute to corporate processes for allocating funds from budgets assigned to corporate priorities and external funding to support priority actions identified in Town & Area Plans
- i. Arrange for a substitute to attend the Town Plan Co-ordination Group in cases of unavoidable absence

Role of the Town & Area Plan Single Point of Contact Officer

Context for the role

To deliver its strategic aim of being an excellent council which is close to its community, the County Council invited the town and community councils and the businesses, community and voluntary sectors in each of its main towns and the smaller outlying communities which relate to them to join together to develop town and community plans. These are living documents which will be subject to regular reviews and which set out

- the current situation in the towns and associated communities
- the key challenges and opportunities which they will face over the next decade
- a vision for each town which will provide it and its associated communities with a sustainable future, and
- realistic and achievable actions which will deliver that vision.

Purpose of the role

To act as Single Point of Contact Officer for a designated Member Area Group, supporting the relevant Town & Area Plan Lead Member to drive the implementation of Town & Area Plan priority projects, monitoring performance and updating the contents of plans

Accountabilities

- a. Respond to enquiries and communicate comments to the appropriate services about Town & Area Plans from councillors, town and community councils and business representative groups and other community organisations
- b. Support the Town & Area Plan Champion for the designated Member Area Group to perform their role effectively
- c. Monitor delivery of Town & Area Plan priority projects, update the performance report make available and provide the necessary support to the Town & Area Plan Champion to comply with the frequency agreed for the quarterly reporting cycle
- d. Attend Member Area Group meetings to present performance reports progress and to elicit requests for amendments to the contents of Town & Area Plans
- e. Update the contents of Town & Area Plan in accordance with the arrangements agreed by the Town Plan Co-ordination Group
- f. Support the Champion in driving the implementation of Town & Area Plan priority projects through regular liaison with the service or organisation responsible for delivery of the action
- g. Manage the delivery of specific Town & Area Plan priority projects falling within the remit of the Council's Strategic Regeneration team or where the responsibility for project leadership would otherwise be unclear

Appendix 2

Proposed initial allocation of corporate priority funding to early priorities

Project	Total cost inc match funding	Contribution from corporate priority		Notes
		2012/13 & 2013/14	Later years	
	£000	£000		
Prestatyn				
Shopping precinct makeover - design	30.0	30.0		
Shopping precinct makeover - implementation	200.0	20.0	180.0	
Central beach arcade makeover - design	30.0	30.0		
Central beach arcade makeover - implementation	200.0		200.0	
New Sailing Club - design	50.0	50.0		
Contribution to construction of new Sailing Club	250.0		50.0	Possible support from Gwynt y Mor community fund
Environmental improvements at the Hillside Gardens and Shelter	20.0	15.0		Town Council & Open Space Commuted Sums to match fund. Also enables funds to be drawn down for Green Links project supported through Gwynt y Mor tourism fund
Sub-total	780.0	145.0	430.0	

Project	Total cost inc match funding	Contribution from corporate priority		Notes
		2012/13 & 2013/14	Later years	
	£000	£000		
St Asaph				
Install addn'l town trail board	2.0	0.8		Cadwyn to match fund
Red Hill steps - install handrail & address root damage	10.0	10.0		
Contribution to construction of new community centre	500.0	50.0		Welsh Government funding already secured. Potential for Cyfenter funding
Lower St toilets - makeover & improved security	50.0		50.0	
Contribution to construction of cathedral visitor centre	300.0		50.0	
Sub-total	862.0	60.8	100.0	

Project	Total cost inc match funding	Contribution from corporate priority		Notes
		2012/13 & 2013/14	Later years	
	£000	£000		
Rhuddlan				
Finger posts to the Castle & Twt Hill	3.0	1.2		Cadwyn to match fund
Install addn'l town trail board	2.0	0.8		Cadwyn to match fund
Installation of illumination for wooden sculpture of knights in Tan yr Eglwys Rd	3.0	1.2		Cadwyn to match fund
Installation of interpretation at ditched defences in Gwindy St	2.0	0.8		Cadwyn to match fund
Marsh Rd pavement - design	4.0	2.0		Cadwyn to match fund
Marsh Rd pavement - construction	25.0	25.0		
Dropped kerb between Parliament St & King's Head car parks	1.0	1.0		
Contribution to design of changing rooms at Admiral's Playing Fields	50.0	15.0		Cadwyn to match fund
Contribution to construction of changing rooms at Admiral's Playing Fields	250.0		50.0	
Sub-total	340.0	47.0	50.0	

Project	Total cost inc match funding	Contribution from corporate priority		Notes
		2012/13 & 2013/14	Later years	
	£000	£000		
Denbigh				
Design guide	5.0	2.0		Cadwyn to match fund
Implementation of design guide recommendations for street furniture etc	50.0		20.0	Cadwyn to match fund
Chapel quarter feasibility study	10.0	3.0		Cadwyn to match fund
Install addn'l town trail board	2.0	0.8		Cadwyn to match fund
New toilets at Lower Park	50.0	50.0		
Gap funding for eye sore sites	100.0		100.0	
Rhyl Road & Barkers Well Lane congestion - traffic study	30.0	30.0		
Rhyl Road & Barkers Well Lane congestion - implementation of study recommendations	200.0		200.0	
Contribution to restoration of Gwasg Gee building	1300.0		50.0	
Contribution to conversion & fitting out of museum	600.0	50.0		
Sub-total	2347.0	135.8	370.0	

Project	Total cost inc match funding	Contribution from corporate priority		Notes
		2012/13 & 2013/14	Later years	
	£000	£000		
Ruthin				
St Peter's Sq. channelization of traffic – detailed design	30.0	30.0		
St Peter's Sq. channelization of traffic – implementation	200.0		200.0	
Art Trail	200.0	20.0		
Town Marketing Strategy	12.0	5.0		Potential for Cadwyn to match fund
Sub-total	442.0	55.0	200.0	

Project	Total cost inc match funding	Contribution from corporate priority		Notes
		2012/13 & 2013/14	Later years	
	£000	£000		
Corwen				
Railway Phase II extension feasibility study	90.0	40.0		Rural Development Plan Lead Body & Railway to match fund
Contribution to Phase I station platform	100.0	20.0		Potential for Cyfenter to match fund
Gritter garage makeover	10.0	10.0		
Improvements to derelict land near Royal Oak	10.0	4.0		Cadwyn to match fund
Survey of community buildings	10.0	3.0		Cadwyn to match fund
Contribution to future community building	500.0		50.0	
Sub-total	720.0	77.0	50.0	

Project	Total cost inc match funding	Contribution from corporate priority		Notes
		2012/13 & 2013/14	Later years	
	£000	£000		
Llangollen				
Contribution to pre-school building		30.0		Potential for Cyfenter to match fund
Contribution to Sports Association car park		30.0		
Contribution to Chain Bridge restoration	180.0	20.0		Town & Community Councils & Heritage Lottery to match fund
Contribution to stimulate construction of business units	1200.0		200.0	
Sub-total	1380.0	80.0	200.0	

Total for initial allocations		600.6		
Balance for emerging priorities		674.4		

Notes:

1. The organisation which will be responsible for leading each of these individual priorities is identified in the Town Plans which have been approved previously.
2. The allocations proposed for those projects which would be led by community organisations are conditional upon the receipt of a satisfactory business case from the lead organisation, confirmation of the availability of the match funding required to deliver the project, and confirmation that the project can be delivered during the timeframe for which the funding is available.
3. The initial allocations will invariably include some feasibility and design activity without which project implementation could not proceed. The allocations indicated for future years for the relevant projects are included to demonstrate how these might subsequently be implemented and to provide a context for this early spend and do not represent commitments at this stage. This also applies to the allocations indicated for future years for other projects which are unlikely to be able to draw down any funding before 31st March 2014.
4. Priority actions which are to be delivered from existing service budgets or wholly funded by other partners, or which would involve the investment of larger amounts of capital funding by the County Council are not included in this appendix. Progress with the priority actions which fall into any of these categories will be reported to Member Area Groups on a regular basis using the format for managing the performance of Town & Area Plans agreed previously by the Town & Area Plan Co-ordination Group.

Changes to Town & Area Plans

Background

The Town and Area Plans are intended to be “living” documents which may need to be updated for a number of possible reasons and these could include,

- Changes to the factual information in the Plan including information about projects which are not being led by the County Council
- Projects being completed
- Changes in the wider economy which will affect the challenges and opportunities faced by the communities covered by the Plan
- A desire to change the agreed vision for the Plan
- Changes to the geographical area covered by the Plan
- A change to the format of the Plan (currently a standard format agreed by Communities Scrutiny Committee), and
- New projects being introduced

The process for agreeing changes needs to be proportionate to their scale and impact.

Process for approving changes to Town and Area Plans

- a. Amendments to factual information and updates about completed projects will be made by officers and drawn to the attention of the relevant Member Area Group in accordance with the cycle for reporting Plan performance
- b. Changes affecting the challenges and opportunities facing the communities covered by a Plan and to the vision for the Plan will be approved by the relevant Member Area Group
- c. Changes to the geographical area covered by a Plan and to the format of a Plan will be approved by the Town Plan Co-ordination Group
- d. The introduction of new projects to be delivered from existing service base budgets will be approved by the Member Area Group subject to support from the relevant Head of Service
- e. The introduction of new projects requiring support from the budget for the corporate priority for “Improving the local economy” will be approved by the relevant Member Area Group following consultation with the relevant Head of Service, but with the allocation of funding to be considered by the Town Plan Co-ordination Group before approval by Cabinet
- f. Completely new Plans will follow the process adopted previously for developing Town Plans with the draft Plan considered initially by the relevant Member Area Group and approved by Cabinet, following consultation with town and community councils, business representative organisations and the wider community. (NB: This is the approach that will be adopted for broadening the Town Plans into wider Area Plans.)