



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR

9th May 2024

Dear Councillor

You are invited to attend Prestatyn Town Council's ANNUAL GENERAL MEETING to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn, on Wednesday 14th May 2025 at 6:15pm.

If remote access is required, please contact the office by phone on 01745 857185 or by email at info@prestatyntc.co.uk.

Yours sincerely

Locum Town Clerk

PRAYERS will be held prior to commencement.

- 1 WELCOME AND HOUSEKEEPING
- 2 APOLOGIES
- 3 MAYORAL COMMUNITY ACHIEVEMENT AWARDS 2024/25
- 4 PUBLIC PARTICIPATION
- 5 DECLARATIONS OF INTEREST
To receive notice of Councillors personal and/or prejudicial interests in tonight's proceedings as required by Code of Conduct legislation.
- 6 MAYOR 2025/26
To receive nominations - Appendix (i)
- 7 MAYOR'S CHAPLAIN 2025/26
- 8 DEPUTY MAYOR ELECT 2025/26
To receive nominations - Appendix (ii)



CYNGOR
TREF PRESTATYN

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

9^{ed} Mai 2024

Annwyl Gynghorydd

Fe'ch GELWIR i GYFARFOD CYFFREDINOL BLYNYDDOL Cyngor Tref Prestatyn yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 14^{eg} Mai 2025 am 6:15pm.

Os byddwch eisiau mynychu ar-lein, cysylltwch â'r swyddfa drwy ffonio 01745 857185 neu anfon e-bost i info@prestatyntc.co.uk.

Yn gywir iawn

Clerc y Dref Dros Dro

Bydd GWEDDIAU cyn cychwyn

- 1 CROESO A CHYMHENNU
- 2 YMDDIHEURIADAU
- 3 GWOBRAU'R MAER AM GYFLAWNIAD CYMUNEDOL 2024/25
- 4 CYFRANOGAETH Y CYHOEDD
- 5 DATGANIADAU O DDIDDORDEB
Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cyngorwyr yn nhrafodion y cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth y Cod Ymddygiad.
- 6 MAER 2025/26
Derbyn enwebiadau – Atodiad (i)
- 7 CAPLAN Y MAER 2025/26
- 8 Y DIRPRWY FAER ETHOLEDIG 2025/26
Derbyn enwebiadau – Atodiad (ii)

- 9 COMMITTEE STRUCTURE**
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- 16 MINUTES**
Full Council 23.04.25 – Copy Attached.

Town Planning 23.04.25 - Copy Attached.
- 17 PLANNING APPLICATIONS**
DCC Planning Consultations -
Copy Attached.

- 9 STRWYTHUR Y PWYLLGORAU**
Siart Trefniant y Strwythur – Atodiad (iii)
Cylch Gwaith Safonol 2025/26 – Atodiad (iv)
- 10 ETHOL AELODAU PWYLLGORAU 2025/26**
Atodiad (v)
- 11 AMSERLEN CYFARFODYDD 2025/26**
Atodiad (vi)
- 12 RHESTR PRESENOLDEB 2024/25**
Atodiad (vii)
- 13 POLISIŌAU CYNGOR TREF PRESTATYN 2024/25**
Atodiad (viii)
- 14 CYNRYCHIOLWYR Y CYNGOR AR GYRFF ALLANOL 2025/26**
Atodiad (viii)
- 15 ADRODDIAD BLYNYDDOL 2025/26**
Atodiad (x)
- 16 COFNODION**
Cyngor Llawn 23.04.25 – Mae copi ynghlwm

Cynllunio Tref 23.04.25 – Mae copi ynghlwm
- 17 CEISIADAU CYNLLUNIO**
Ymgynghoriadau Cynllunio CSDd
Mae copi wedi'i atodi

To: All Town Councillors
County Councillors
Mayor's Chaplain
Press

I'r: Cyngorwyr Tref i gyd
Cyngorwyr Sir
Caplan y Maer
Y Wasg



Election of Mayor

- a) The Mayor's retiring speech – Cllr A West
- b) Mayor will invite nominations for post of Mayor 2025/2026
- c) Each nomination to be supported by proposer and seconder followed by a vote on a show of hands. The candidate with the least number of votes shall be struck off the list until majority of votes are given in favour of one candidate.
- d) The Mayor to sign Declaration of Acceptance*. Mayor and Mayoress to be invested with Chain of Office by retiring Mayor and Mayoress.
- e) The newly elected Mayor and Mayoress take their seats at the rostrum and Mayor's Acceptance Speech.
- f) The Mayor to announce his/ her Chaplain



Election of Deputy Mayor

- a) Mayor will invite nominations for post of Deputy Mayor
- b) Each nomination to be supported by proposer and seconder followed by a vote on a show of hands. The candidate with the least number of votes shall be struck off the list until majority of votes are given in favour of one candidate.
- c) The retiring Deputy Mayor and Deputy Mayoress will vacate their seats on rostrum and return to Council Chamber.
- d) The newly elected Deputy Mayor and Deputy Mayoress will be invited to the rostrum and invested with their Chains of Office.



Prestatyn Town Council – Organisation Chart of Full Council, Committees, and Sub-Committees

Full Council (18 Members, Quorum of 6) –

- Mayor Chair
- Deputy Mayor
- Full Membership

Town Planning Committee (18 Members, Quorum of 6) –

- Chair
- Vice-Chair
- Full Membership

Finance and Management Standing Committee (6 Members, Quorum of 3) –

- Chair
- Vice-Chair
- 4 Additional Councillors

Community Development and Regeneration Standing Committee (6 Members, Quorum of 3) –

- Chair
- Vice-Chair
- 4 Additional Councillors

Policy Review Sub-Committee (5 Members, Quorum of 3) –

- Chair
- Vice-Chair
- 3 Additional Councillors

Resource and Appeals Sub-Committee (5 Members, Quorum of 3) –

- Chair
- Vice-Chair
- 3 Additional Councillors

- All Committees receive proposals and correspondence and make recommendations which are then to be approved and ratified by Full Council.
- Town Clerk/Responsible Financial Officer/ Proper Officer, or whom the Town Clerk/Responsible Financial Officer/ Proper Officer may delegate, to be present at all meetings.
- All delivery will take place by staff following Council approvals/decisions.



Prestatyn Town Council – Committees – Terms of Reference 2025/26

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FULL COUNCIL (18)

MEMBERSHIP

1. The Full Council (FC) shall consist of eighteen members.
2. The Mayor and Deputy Mayor shall be elected at the Annual General Meeting.
3. Meetings to be chaired by Mayor if present, or Deputy Mayor in their absence; in absence of both as per Standing Order 3(p).
4. Minimum quorum of six at each meeting.

RESPONSIBILITIES

1. FC will appoint membership and ensure Chair and Vice-Chair are elected to the following committees at the A.G.M.;
 - a. Town Planning Committee (TP)
 - b. Finance & Management Committee (F&M)
 - c. Community Development and Regeneration Committee (CDRC)
 - d. Policy Review Committee (PR)
2. Membership and Chair of the Resource and Appeals Committee (R&A) shall be elected by the FC on an as-and-when required basis.

GOVERNANCE

1. FC is governed by Standing Orders.
2. FC shall meet every month and at other times as are deemed necessary to fulfil its functions.

Specific responsibility areas covered.

- a. Standing Orders approval
- b. To oversee the corporate workings of the Council
- c. Appointment of committees and members
- d. In addition to all responsibilities in absence of Committee and sub-Committee responsibilities as listed below
- e. To receive reports from other Committees regarding items affecting whole of the Council
- f. To determine any item not specifically covered by other Committees
- g. To authorise expenditure more than delegated Committee budget
- h. Approval of recommendations and documentation as presented by Finance and Management Committee
- i. Approval of proposals as presented by the Community, Development and Regeneration Committee
- j. Approval of policies and documentation as presented by the Policy Review Committee
- k. Approval of proposals and recommendations as presented by the Resource and Appeals Committee
- l. Approval of policies and documentation as presented by any committee not listed but created through standing orders
- m. Budget / Precept Approvals
- n. Audit Reports and Signing of Accounts
- o. Appointment of Internal Auditor
- p. Signing Annual Governance Statement
- q. IRPW Annual Return Approval
- r. Annual Reports
- s. Council Strategy

- t. Town/Place Plan approval
- u. Risk Assessments
- v. Well-Being statement
- w. Training Policy
- x. Bio-diversity policy
- y. Approval of Office HR Organisation Chart
- z. Appointment of Town Clerk/Responsible Financial Officer

Committees

TOWN PLANNING COMMITTEE (TP) (18)

MEMBERSHIP

1. The Town Planning Committee (TP) shall consist of all council members.
2. The quorum shall be six members.
3. The TP shall elect a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The TP will consider and submit observations on all Town and County Planning applications to Denbighshire County Council (Planning) and discuss any other planning matters concerning Prestatyn (in an emergency application to be dealt with by the Chairman, Vice Chairman, Mayor, and Deputy Mayor).
2. The TP may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

GOVERNANCE

1. The TP shall meet every month immediately following the FC meeting, and at other times as are deemed necessary to fulfil its functions.
2. Minutes of meetings will be taken and approved at the following meeting of FC.

Specific responsibility areas covered.

- a. Responses to planning applications
- b. Tree preservation Orders
- c. Responses to planning policy consultations
- d. Responses to proposals relating to footpath/bridleway creation orders, highway adoptions and other highway notices
- e. Proposals for street naming
- f. Highway and traffic regulation consultations

FINANCE AND MANAGEMENT COMMITTEE (F&M) (6)

MEMBERSHIP

1. The Finance & Management Committee (F&M) shall consist of six members, with one representation from each Ward.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. The F&M shall elect a Chair and Vice-Chair at its first meeting at each A.G.M.

RESPONSIBILITIES

1. Manage and control the financial affairs of the Council generally and to pay and collect all debts and monies owing by or to the Council.
2. Examine the estimates of income and expenditure of the other Committees, to prepare the general estimates of receipts and expenditure during the next ensuing financial year.
3. Consider and report to the Council upon any scheme by a Committee to exceed any item of expenditure in their estimates for any year.
4. Direct the keeping of the accounts of the Council.
5. Direct and have control of all insurance of the Council.
6. Direct control of all Council's IT policy.
7. Direct control of all Council's GDPR policy.
8. Review from time-to-time Financial Regulations.
9. Deal with establishment/building matters.
10. Consider and report from time to time upon management and administration of local government in the region and county areas.
11. Have charge of any surplus lands and properties.
12. To liaise with Town Clerk/Responsible Financial Officer general appointments, staff grading, overseeing staff structures, reviewing staff salaries, training and staff terms and conditions.
13. To deal with non-routine office matters e.g., new equipment needs and making recommendations if outside budget provision.
14. The F&M may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

GOVERNANCE

1. The F&M is governed by Financial Regulations.
2. The F&M shall meet every three months and at other times as are deemed necessary to fulfil its functions.
3. Minutes of meetings will be taken for accuracy and motions/resolutions presented for approval at the next meeting of Full Council.

Specific responsibility areas covered.

- a. Review of Financial Regulations
- b. Draft budget and draft precept figures for Full Council approval
- c. Draft of IRPW Annual Return
- d. Review of Audit paperwork for Full Council approval
- e. Receiving regular financial reports
- f. BACS approvals for Suppliers and Payroll expenditure
- g. Financing of projects
- h. Power in Joint Committees under LGA s.101 and s.102
- i. Income and expenditure authorisations as per Standing Orders
- j. Management of financial requirements
- k. Monitor capital and reserves
- l. Virement of funds, subject to Financial Regulations
- m. Funds, investments, and banking arrangements
- n. Awarding contracts up to £25000
- o. Reviewing overspent of budget
- p. Overseeing procurement and tender procedures
- q. Review of financial policies and procedures
- r. Financial Risk management

- s. Responsible for Fixed Asset Register
- t. Responsible to review adequacy of insurance
- u. Use and upkeep of leases, licences, rents, and fees
- v. Probity and effective financial practice
- w. Debt monitoring and recovery
- x. Review Grant schemes covered by LGA 1972, s.133, s.137, s.142 and s.144
- y. Consider and agree Grant applications

COMMUNITY DEVELOPMENT AND REGENERATION COMMITTEE (CDRC) (6)

MEMBERSHIP

1. The Community Development and Regeneration Committee (CDRC) shall consist of six members, with one representation from each Ward.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. The CDRC shall elect a Chair and Vice-Chair for its first meeting at each A.G.M.

RESPONSIBILITIES

1. The CDRC operates in an Advisory capacity as detailed in Standing Orders.
2. The CDRC will consider matters of industrial and other development in the Town.
3. The CDRC will consider matters relating to condition, improvements etc. of all roads and bridges, public footpaths, bridleways, and street lighting in Prestatyn.
4. The CDRC will consider matters of recreation and pleasure grounds, gardens, and open spaces in Prestatyn.
5. To use initiative in proposing new projects and proposals which should be of benefit to the Town.

GOVERNANCE

1. The CDRC shall meet at least once every three months and at other times as are deemed necessary to fulfil its functions.
2. Minutes of meetings will be taken and approved at the following meeting of Full Council.
3. The CDRC may delegate areas of responsibility to a sub-committee or Town Clerk/Responsible Financial Officer

Specific responsibility areas covered:

- a. Town Car Parks (RTA 1984)
- b. Road and rail transport
- c. Byelaws
- d. Crime Prevention / CCTV/Radio link (C&D ACT 1998)
- e. Public footpaths (LGA1972 s.133/s.123)
- f. Entertainment
- g. Attractions
- h. Publicity – Public Relations
- i. Liaison with local organisations
- j. Licensing
- k. Business Support (LGMP1976)
- l. Community Centre Repairs/Maintenance (LGMP ACT1976) and improvements (LGA1972s.133)
- m. Health/Sports/Leisure Activities (LGMP1976s.19)
- n. Cultural activities

- o. Scala Cinema (RTA 1984/LGMP 1976)
- p. Town Place/Town Plan implementation
- q. Town regeneration projects
- r. Town marketing projects
- s. Town signage (RTA1984/LGMP1976), maps, and noticeboards (LGMP1976s.19)
- t. Town benches (LGMP ACT 1953/Highways)
- u. Town bus shelters (LGMPACT 1953)
- v. Town planting scheme (LGMP1976)
- w. Hanging Baskets/troughs (LGA1972 s.133/s.123)
- x. Town festive lights scheme and other Illuminations (LGA1972 s144.5)
- y. Town tourism projects
- z. Town public transport
- aa. Town twinning
- bb. Town partnerships (LGMP1976s.19)
- cc. Town environment projects – (eg Coastal and High Street) LGMP ACT 1976
- dd. Play Areas (LGMP1976s.19)
- ee. Public Gardens (LGA1984)
- ff. Identification of projects of benefit to the town
- gg. Identifying and delivery of events
- hh. Community engagement / Meetings / Forums
- ii. Community Partnership Room (LGA1972s.133/s.123)
- jj. Local Community Services (LGA1976)
- kk. Volunteering opportunities
- ll. Engagement with third party organisations
- mm. Public consultations
- nn. Meet objectives contained in Well-Being Plan

POLICY REVIEW COMMITTEE (PR) (5)

MEMBERSHIP

1. The Policy Review Committee shall consist of five members.
2. The members will be elected by Full Council at the Annual General Meeting and will be reviewed on an annual basis.
3. The quorum shall be three members.
4. A Chair and Vice-Chair shall be elected at the FC A.G.M.

RESPONSIBILITIES

1. The PR Committee operates in an Advisory capacity.
2. The PR Committee will be responsible for assessing and reviewing all Town Council Policies and Procedures and making any appropriate recommendations to Full Council or Finance and Management Committee where appropriate.
3. The PR Committee will draw up a register of all Policies and Procedures and establish appropriate timescales for each to be reviewed for suitability and compliance with changes in legislation.
4. To carry out any other such duties in accordance with a resolution from Finance and Management Committee.

GOVERNANCE

1. The Committee shall meet at least once annually and at other times as are deemed necessary to fulfil its functions.
2. The Committee shall be administered by the Town Clerk/Responsible Financial Officer.

3. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Review Standing Orders for Full Council approval
- b. Review committee structure and committee terms of reference for Full Council approval
- c. Review all council policies within terms of reference of committees
- d. Review finance regulations for Finance & Management Committee
- e. Review risk management
- f. Oversee compliance with all legislation
- g. Review training policy for Full Council approval
- h. Review Biodiversity policy for Full Council approval
- i. Wellbeing and future generations policy for Full Council approval
- j. Produce council's annual report for Full Council approval

RESOURCE AND APPEALS COMMITTEE (R&A) (5)

MEMBERSHIP

1. The Resource and Appeals Committee shall consist of five members.
2. Members will be elected by Full Council as the need is identified.
3. The quorum shall be three members.
4. FC shall elect a Chair for each R&A.

RESPONSIBILITIES

1. The R&A Committee operates in an Advisory capacity, with any delegated powers as detailed in Standing Orders.

GOVERNANCE

1. The R&A Committee shall meet at times as are deemed necessary to fulfil its functions.
2. The R&A Committee shall be administered by the Town Clerk/Responsible Financial Officer in the first instance, or any councillor if deemed more appropriate to matters in hand.
3. The Town Clerk/Responsible Financial Officer shall submit matters (including staffing) to the Resource and Appeals Committee when deemed appropriate or when the Town Clerk/Responsible Financial Officer requires assistance.
4. Minutes of meetings will be taken and approved at the following meeting of Full Council.

Specific responsibility areas covered:

- a. Appeals
 - b. Grievance and Discipline matters
 - c. Freedom of Interest requests
 - d. Town Clerk/Responsible Financial Officer matters
 - e. Appointment of the Town Clerk/Responsible Financial Officer
 - f. Deal with litigation in which the Council may be engaged
- TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER/PROPER OFFICER, OR WHOM THE TOWN CLERK/RFO/PO MAY DELEGATE, TO BE PRESENT AT ALL MEETINGS
 - ALL DELIVERY WILL TAKE PLACE BY STAFF FOLLOWING COUNCIL APPROVALS/DECISIONS.

Prestatyn Town Councillors 2025/26 - Committees

Full Council - 18 Members		Town Planning - 18 Members		Finance and Management - 6 Members		Community Development and Regeneration - 6 Members	
Chair - Mayor -		Chair - Mayor		Chair -		Chair -	
Deputy Chair -		Deputy Chair -		Deputy Chair -		Deputy Chair -	
Councillors		Councillors		Councillors		Councillors	
Cllr K Clewett							
Cllr C Evans							
Cllr S Frobisher							
Cllr E Heaton							
Cllr C Holliday							
Cllr T Jones MBE							
Cllr I Lifford							
Cllr J Matthews							
Cllr J McLellan							
Cllr A Sampson							
Cllr G Sandilands							
Cllr J Thompson-Hill							
Cllr A Tomlin							
Cllr A West							
Cllr B Williams							
Cllr P Duffy							
Cllr R Flynn							
Vacant							

Prestatyn Town Councillors 2024/25 - Committees

Full Council - 18 Members		Town Planning - 18 Members		Finance and Management - 6 Members		Community Development and Regeneration - 6 Members	
Mayor - Cllr A West		Chair - Cllr A West		Chair - Cllr C Holliday		Chair - Cllr G Sandilands	
Deputy Mayor - Cllr C Holliday		Deputy Chair - Cllr C Holliday		Deputy Chair - Cllr I Lifford		Deputy Chair - Cllr K Clewett	
Councillors		Councillors		Councillors		Councillors	
Cllr K Clewett		Cllr K Clewett		Cllr G Sandilands		Cllr C Holliday	
Cllr C Evans		Cllr C Evans		Cllr A West		Cllr B Williams	
Cllr S Frobisher		Cllr S Frobisher		Cllr J Matthews		Cllr A Sampson	
Cllr E Heaton		Cllr E Heaton		Cllr C Evans		Cllr E Heaton	
Cllr C Holliday		Cllr C Holliday					
Cllr T Jones MBE		Cllr T Jones MBE					
Cllr I Lifford		Cllr I Lifford					
Cllr J Matthews		Cllr J Matthews					
Cllr J McLellan		Cllr J McLellan					
Cllr A Sampson		Cllr A Sampson					
Cllr G Sandilands		Cllr G Sandilands					
Cllr J Thompson-Hill		Cllr J Thompson-Hill					
Cllr A Tomlin		Cllr A Tomlin					
Cllr A West		Cllr A West					
Cllr B Williams		Cllr B Williams					
Cllr P Duffy		Cllr P Duffy					
Cllr R Flynn		Cllr R Flynn					
Vacant		Vacant					

Prestatyn Town Councillors 2024/25 - Sub Committees

Policy Review Committee - 5 Members		Resource & Appeals Committee - 5 Members	
Chair - Cllr A West		Chair - Cllr I Lifford	
Deputy Chair - Cllr I Lifford		Deputy Chair - Cllr B Williams	
Councillors		Councillors	
Cllr E Heaton		Cllr I Lifford	
Cllr C Evans		Cllr A Sampson	
Cllr A Tomlin		Cllr G Sandilands	
		Cllr T Jones MBE	
		Cllr B Williams	



SCHEDULE OF MEETINGS 2025/26

Wednesday	15 th May 2025	Annual General Meeting (AGM) Town Planning (T/P)
Wednesday	11 th June 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	16 th July 2025	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
AUGUST RECESS		
Wednesday	10 th September 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	8 th October 2025	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	12 th November 2025	Full Council (F/C) Town Planning (T/P)
Wednesday	10 th December 2025	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	14 th January 2026	Finance & Management (F&M) Full Council (F/C) Town Planning (T/P)
Wednesday	11 th February 2026	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	11 th March 2026	Full Council (F/C) Town Planning (T/P)
Wednesday	8 th April 2026	Town Planning (T/P) Community Development & Regeneration (CDRC) Finance & Management (F&M)
Wednesday	22 nd April 2026	Full Council (F/C) Town Planning (T/P)
Wednesday	13 th May 2026	Annual General Meeting (AGM) Town Planning (T/P)

**Council meetings are normally held on Wednesday commencing at 6.15pm.
Please note there may be additional meetings called.**



COUNCILLOR ATTENDANCE 2024/25

Possible number of AGM & Full Council meetings

Town Councilors could attend is 17 to date 23.04.2025

AGM	FULL COUNCIL	FULL EXTRAORDINARY COUNCIL
1	7	9

ATTENDANCE RECORD AGM & FULL COUNCIL To date 23/04/2025 (All Councillors Committee Members)	
Cllr Kelly Clewett	14
Cllr Carol Evans	14
Cllr Sharon Frobisher	13
Cllr Elen Heaton	5
Deputy Mayor Cllr Carol Holliday – Vice Chair	17
Cllr Hugh Irving	5
Cllr Tina Jones MBE	14
Cllr Ian Lifford	16
Cllr Julie Matthews	17
Cllr Jason McLellan	11
Cllr Bob Murray	3
Cllr Anton Sampson	14
Cllr Gareth Sandilands	16
Cllr Julian Thompson-Hill	5
Cllr Andrea Tomlin	14
Mayor Cllr Adrian West - Chair	17
Cllr Ben Williams	13
Cllr Peter Duffy	10
Cllr Rachel Flynn	7



Possible number of Town Planning meetings
Town Councilors could attend is 12 to date 23.04.2025

TOWN PLANNING
12

ATTENDANCE RECORD TOWN PLANNING To date 23/04/2025 (All Councillors Committee Members)	
Cllr Kelly Clewett - Vice Chair	11
Cllr Carol Evans	9
Cllr Sharon Frobisher	8
Cllr Elen Heaton	3
Deputy Mayor Cllr Carol Holliday	12
Cllr Hugh Irving	3
Cllr Tina Jones MBE	10
Cllr Ian Lifford	12
Cllr Julie Matthews	11
Cllr Jason McLellan	8
Cllr Bob Murray	3
Cllr Anton Sampson	9
Cllr Gareth Sandilands	11
Cllr Julian Thompson-Hill	5
Cllr Andrea Tomlin	10
Mayor Cllr Adrian West - Chair	12
Cllr Ben Williams	6
Cllr Peter Duffy	7
Cllr Rachel Flynn	3



Possible number of Community Development & Regeneration meetings
Town Councilors could attend is 5 to date 23.04.25

COMMUNITY DEVELOPMENT & REGENERATION
5

ATTENDANCE RECORD COMMUNITY DEVELOPMENT & REGENERATION To date 23/04/25 (x6 Committee Members)		
Attended as -	Committee Member:	Observed:
Cllr Kelly Clewett –Vice Chair	5	
Cllr Carol Evans		4
Cllr Sharon Frobisher		4
Cllr Elen Heaton	1	
Deputy Mayor Cllr Carol Holliday	5	
Cllr Hugh Irving		0
Cllr Tina Jones MBE		4
Cllr Ian Lifford		5
Cllr Julie Matthews		4
Cllr Jason McLellan		5
Cllr Bob Murray – Chair	1	
Cllr Anton Sampson	3	
Cllr Gareth Sandilands	2	2
Cllr Julian Thompson-Hill		3
Cllr Andrea Tomlin		4
Mayor Cllr Adrian West		5
Cllr Ben Williams	4	
Cllr Peter Duffy		3
Cllr Rachel Flynn		1



Possible number of Finance & Management meetings
Town Councilors could attend is 5 to date 23.04.25

FINANCE AND MANAGEMENT
5

ATTENDANCE RECORD FINANCE AND MANAGEMENT To date 23/04/25 (x6 Committee Members)		
Attended as -	Committee Member:	Observed:
Cllr Kelly Clewett		5
Cllr Carol Evans	3	2
Cllr Sharon Frobisher		4
Cllr Elen Heaton		0
Deputy Mayor Cllr Carol Holliday – Chair	5	
Cllr Hugh Irving		0
Cllr Tina Jones MBE		2
Cllr Ian Lifford – Vice Chair	5	
Cllr Julie Matthews	4	
Cllr Jason McLellan		4
Cllr Bob Murray	1	
Cllr Anton Sampson		3
Cllr Gareth Sandilands	4	
Cllr Julian Thompson-Hill		3
Cllr Andrea Tomlin		5
Mayor Cllr Adrian West	5	
Cllr Ben Williams		4
Cllr Peter Duffy		3
Cllr Rachel Flynn		1



Possible number of Policy Review Committee meetings
Town Councilors could attend is 0 to date.

POLICY REVIEW
0



Possible number of Resource & Appeals Committee meetings
Town Councilors could attend is 5 to date.

RESOURCE & APPEALS
5

ATTENDANCE RECORD RESOURCE & APPEALS	
To date 23/04/2025 (x5 Committee Members)	
Attended as -	Committee Member:
Cllr I. Lifford	5
Cllr A. Sampson	5
Cllr G. Sandilands	4
Cllr T. Jones MBE	5
Cllr B. Williams	5
Cllr C. Holliday - ex officio	1
Mayor Cllr A. West - ex officio	1



Prestatyn Town Council Policies 2024/25

Code of Conduct Policy

Standing Orders Policy

Financial Regulations Policy

Risk Assessment Policy

Training Policy

Biodiversity Policy

Well Being Policy

Investment Strategy Policy

Volunteer Policy

General Data Protection Regulation Policy

Freedom of Information Policy

Room Hire Policy

Publication Scheme Policy

If you would like a copy of any of the above policies, please contact
info@prestatyntc.co.uk or call 01745 857185 with request.



Outside Bodies 2025/26

ORGANISATION	2024/25 Nomination	FREQUENCY	Proposed	Seconded	2025/26 Nomination
ATC – Prestatyn Air training Corps 2193 Squadron	Cllr G.Sandilands	Bi-monthly			
Community Association Meliden	Cllr C. Evans Cllr J. Matthews	As called			
Community Association North West	Cllr J. Mclellan Cllr K. Clewett	Quarterly			
Community AssociationTy Caradoc	Cllr A. Sampson	4/5 per annum			
Community BuildingTy Pendre	Cllr E. Heaton Cllr A. Tomlin Cllr A. Sampson Cllr J. Thompson-Hill	As called			
CYTUN - (Churches Together)	Cllr A. West	Every 6 weeks			
Denbighshire CCTV	Deputy Mayor Cllr C. Holliday Cllr C. Evans	As called			
Dyserth, Meliden, Cwm Relief in Sickness Fund (four-year term)	Cllr J. Matthews	1 or 2 per annum			
Friends of the Ffrith Association	Cllr J. Mclellan Cllr K. Clewett	Monthly			
Meliden Residents Action Group	Cllr J. Matthews Cllr C. Evans	Quarterly			
NWATC - North Wales Assoc of Town Councils	Mayor Cllr A. West Deputy Mayor Cllr C. Holliday	Quarterly			
Prestatyn Business Forum	Deputy Mayor Cllr C. Holliday	6 weekly (approx.)			
Prestatyn Carnival Association Committee	Mayor Cllr A. West	Monthly			
Prestatyn and District Environment Association	Cllr G. Sandilands Mayor Cllr A. West	As called			
Prestatyn and District Festival of Walking	Cllr A. Sampson Cllr G. Sandilands Cllr I. Lifford	Monthly			



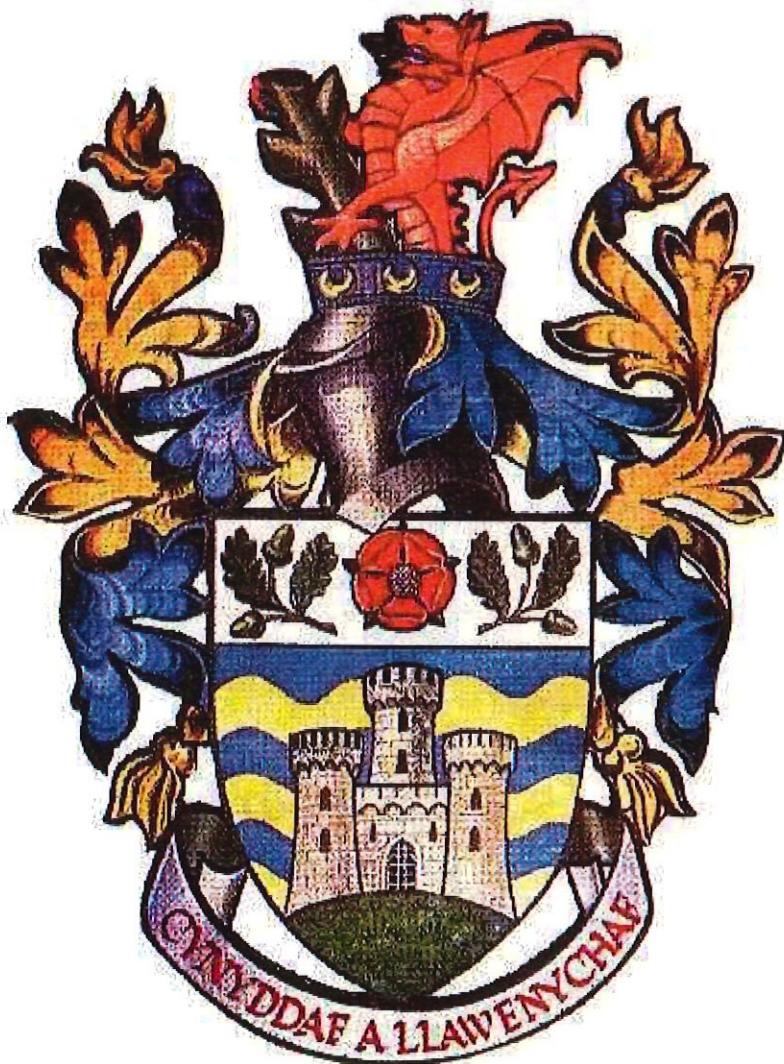
Outside Bodies 2025/26

ORGANISATION	2024/25 Nomination	FREQUENCY	Proposed	Seconded	2025/26 Nomination
Prestatyn "You'll Never Walk Alone" Volunteer Walk Leaders group	Cllr G. Sandilands	Monthly			
Prestatyn Youth Club	Cllr B. Williams	Every 4-6 weeks			
King's Hall Management Committee	Deputy Mayor Cllr C. Holliday	6 weekly			
Ysgol Bodnant	Cllr E. Heaton	Per term			
Ysgol Melyd	Cllr J. Matthews	Every half term			
Ysgol Penmorfa	Deputy Mayor Cllr C. Holliday	Per term			
Ysgol y Llys	Cllr P. Duffy	Every 2 months			
Ysgol Clawdd Offa	Cllr R. Flynn	As called			
North and Mid Wales Association and Coastal Transport Committee	Cllr I. Lifford	Quarterly			
North and Mid Wales Association of Local Councils	Mayor Cllr A. West Cllr I. Lifford	Quarterly			
Plastic Free Community	Cllr G. Sandilands	As called			
One Voice Wales	Mayor Cllr A. West Cllr I. Lifford Town Clerk/RFO	Larger Council Meeting Quarterly (1 rep + TC) One Voice Wales meeting Quarterly (2 reps + TC)			
Clwydian Range and Dee Valley AONB	Cllr G. Sandilands	As called			
Tourism Partnership Board	Cllr G. Sandilands	As required			
Prestatyn Classic Car Show	Mayor Cllr A. West	Annual			
Prestatyn Youth Stakeholder	Cllr B. Williams				

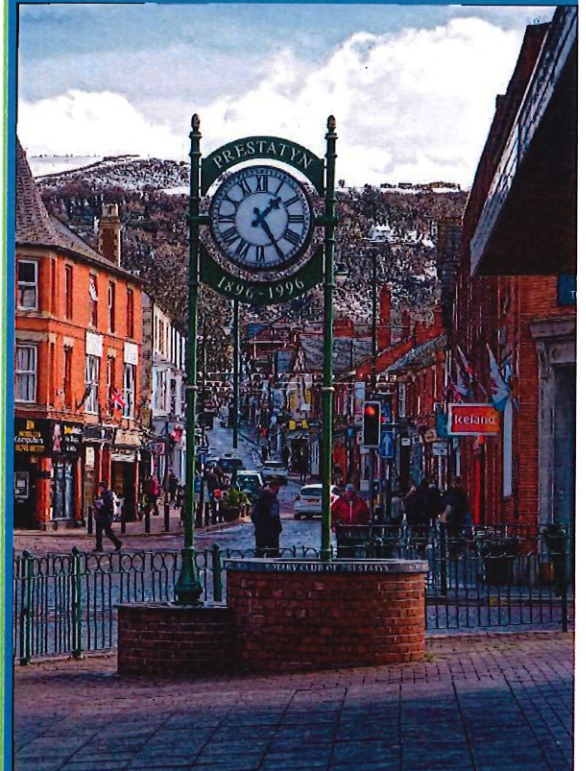


May 2024-
April 2025

Prestatyn Town Council Annual Report



TOWN COUNCIL
PRESTATYN





Contents

No table of contents entries found.



FOREWORD BY THE MAYOR, CLLR ADRIAN WEST

“It is in my view a great honour to be elected Mayor, especially in my case for a second time almost thirty years after the first time in 1995. I remember that time because I had some French guests staying with me as part of the school French Exchange, so we had a rather international audience. I hope I have represented the town well and increased the regard with which it is held throughout North Wales. I hope that the communities of Prestatyn and Meliden have flourished over the last year and have projected a welcoming environment for our many visitors. I am proud of the many events that have shown a vibrant community for all to see. Once again, I thank you for granting me the honour to be your mayor and hope that I have fulfilled the task well.



INTRODUCTION

The Prestatyn Town Council annual report aims to give the communities of Prestatyn and Meliden clarity and explain the priorities of the town council, along with the Council’s focus over the previous year.

This plan has been guided by the key objectives and mission statement along with our annual budgeting processes to keep supporting the community. The plan provides the Council with a structure to work within, giving members and staff direction and enabling things to be consistent and conducted in a coordinated way. This is a benchmark for performance monitoring and review, demonstrating that decisions made are consistent and transparent. We also want to give the local community a clearer understanding as to the responsibilities of their Councillors within their wards and the responsibility of other partnering bodies, such as Denbighshire County Council.

Prestatyn Town Council can trace its democratic history back to 1896, following the establishment of Prestatyn Urban District Council. In those early days the town saw rapid development following the opening of a railway station on the new rail network in 1848, which later grew from a single platform to a new 4-platform station that opened in 1897. This led to a boom in tourism and economic growth. Community infrastructure was introduced to the town including new roads, drainage, gas, water, electric and housing developments; many of these town services were a combination of public and private enterprise. Philanthropic gestures were made including gifts or sales of land below market value for the public good, e.g. Ffrith Beach, Coronation Gardens and Pendre Memorial Gardens, and these were acquired by the local authority for purposes of fresh air, well-being and exercise.

PRESTATYN COAT OF ARMS

The shield combines the history and topography of Prestatyn with blue and gold waves to represent the sea and sands, while the grassy mound represents the local uplands. The castle is heraldically stylised referring to the strongholds in the strategic position that Prestatyn represents, from pre-Norman days until the late thirteenth century under the lordship of the Banastres and Crèvecoeurs. For many generations Prestatyn and Meliden were held by the Conwy family (now represented by Lord and Lady Langford). A principal emblem in the Conwy arms is a red rose, and this appears at the head of the shield to commemorate the long association of the Conwy family with the town. The rose is also an obvious allusion to the fame of Prestatyn as the 'Rose Town of North Wales'. With the two sprigs of oak referring to the abundant woodlands, especially Coed-yr-Esgob and Coed Bell, this suggests the natural amenities which are so characteristic of Prestatyn.

Above the shield is the closed helm proper to civic arms, with its decorative mantling. Upon the helm is the crest and at the base is a blue circlet with three gold crescents to allude to the rapid growth of this seaside town. From it rises a derivative of the device formerly used in the Council's seal: a tree-trunk supported by the Welsh dragon, shown as he appears in the crest of Clwyd.



Motto: 'CYNYDDAF A LLAWENYCHAF' – 'I GROW AND I REJOICE' (from Seneca's "Epistulae")

The Arms were designed by H. Ellis Tomlinson, M.A., F.H.S., granted to the Urban District Council on 2nd September 1964, and transferred to the Town Council on 10th December 1975, under the provisions of the Local Government Act 1972.

OVERVIEW OF THE TOWN COUNCIL

In 1974 local government re-organisation occurred and all local town assets were transferred to Rhuddlan Borough Council, at which time Prestatyn Urban District Council became known as Prestatyn Town Council. Subsequently in 1996 a further transfer took place from Rhuddlan Borough Council to Denbighshire County Council. Prestatyn Town Council is a corporate body and local authority; it is part of the first tier of local government with the important role of shaping and supporting the communities of Prestatyn and Meliden which it represents. Whilst recognising it has a wide and varied role, the Town Council can only do those things that it is permitted by law to do – these are known as the Powers of the Council. It has the power to engage with community groups, represent local views, develop community-based partnership, and undertake most non statutory activities that can be of benefit to towns' residents, businesses and visitors.

Today Prestatyn Town Council focuses on representation and delivery of non-statutory town services, such as floral displays, a program of holiday leisure activities, and business development. Education, highways and social services are delivered by Denbighshire County Council. The Council is also responsible for the provision and maintenance of street furniture (signs, notice boards, benches, bus shelters, streetlights, etc.) and contributes on behalf of the residents towards parks, open spaces and the organisation of various events throughout the year.

As a town we support our businesses with a Business Partnership Forum. The Town Council regularly provides financial support to local organisations through grant applications, to support improvements and for organising events.

SERVICES

The Town Council are accountable for the following services in the town:

- ❖ Bus Shelters
- ❖ Street furniture (e.g. benches, noticeboards)
- ❖ Children's Holiday Play Schemes
- ❖ Pendre Memorial Gardens & Ty Pendre
- ❖ Free Car Parking Days
- ❖ Community Centres
- ❖ Community Grants
- ❖ Environmental Projects
- ❖ Joint Health Initiatives
- ❖ Christmas Trees and Festive Lighting
- ❖ Contact Point for Prestatyn Town Councillors and Mayor
- ❖ Town Events Liaison and Assistance for Local Businesses
- ❖ Tourism Information
- ❖ Liaising Between Residents and Denbighshire County Council

CORPORATE VISION

Our vision is to be a vibrant, inclusive and caring coastal community.

MISSION STATEMENT

We as a Town Council commit to represent, to listen to and to be accountable to the whole community; to value our Welsh heritage, culture and language; to nurture the wellbeing of all; and to promote a thriving and vibrant environment for our current and future generations.

Our mission is to serve the communities of Prestatyn and Meliden, to continue to improve the quality of life of residents and to enhance the attractiveness of the town as a place to live, work, visit or invest. Both Members and Staff promote closer working relationships with stakeholders to enhance the local environment and engender greater community pride.

CORE VALUES

Underpinning our vision and mission are several core values, which will be reflected in what we do and what we say. We aim to be ...

- Ethical
- Empowering
- Honest & Trustworthy
- Respectful
- Inclusive
- Caring & Responsible

KEY OBJECTIVES

- People are educated and skilled
- People are safe and feel safe
- People have good quality and affordable homes
- People are healthy and active, with good mental wellbeing at all ages
- People live in a town which has a prosperous economy
- People value and look after the environment and support community resilience
- People live in a town where heritage culture and the Welsh language thrive
- People are informed, included, listened to and can add to their community, thus supporting Community Empowerment

People are educated and skilled

By the appointment of community governors to each of the primary schools and High School; supporting local organisations (by way of grants) to help people to learn and/or develop new skills; providing low-cost meeting/training rooms in the Council Chambers; and by working in partnership with Denbighshire County Council and Working Denbighshire to seek opportunities to increase local employment opportunities.

People are safe and feel safe

By working closely with the neighbourhood policing team on local issues and having police engagement sessions at Parc Prestatyn; by helping those most in need in our communities; and by maintaining good relationships with local authorities to ensure resident safety. There is also an Employee Assistance program for our staff.

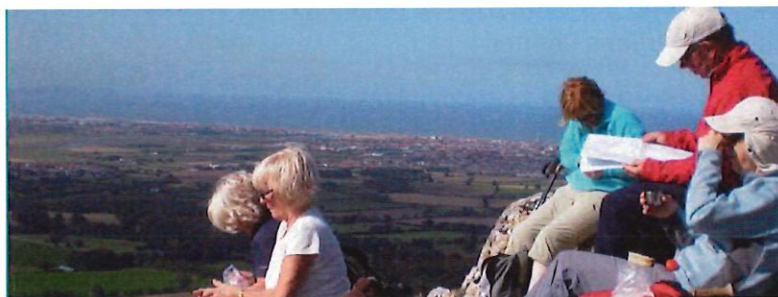
The Town Council would like to record in this report its gratitude to all those in our community who have stepped up to help friends, relatives and neighbours, such as by collecting shopping and prescriptions or simply checking-in on those living alone.

People have good quality and affordable homes

By responding to consultations relating to a review of the Local Development Plan; having a well-informed and proactive Planning Committee that supports good quality development in suitable and sustainable locations; and supporting other organisations tackling homelessness and poverty.

People are healthy and active, with good mental wellbeing for all ages

By supporting local organisations which provide social and recreational activities (by way of grants or other support); funding new and replacement play equipment and supporting our local parks, gardens,



waterfront, and woodlands; supporting projects and activities that promote health and mental wellbeing, such as Dementia Friendly Prestatyn and regular MIND Music Sessions (held on Thursdays in the Chambers); and by providing funding for youth activities, with funding being allocated by young people using a participatory budgeting approach.

Regular 'Sketch and Draw' sessions take place for children; 'Let's Play Out' encourages children to play outdoors; procuring open access summer play schemes helps local children; and activities take place annually such as a Halloween Treasure Hunt, Easter Egg Hunt and a Festive Market with Father Christmas.

People live in a town which has a prosperous economy

By supporting and working with the local business community, where possible via local business/trader organisations, including the securing of grant funding to provide new power supplies and gazebos to support outdoor trading opportunities.

People value and look after the environment and support community resilience

By funding the core activities of the Prestatyn in Bloom Committee, which works hard throughout the year to champion the local environment, which makes Prestatyn an attractive place to live, visit or do business; by supporting Friends of The Ffrith and Friends of Prestatyn Railway; providing a litter picking hub, with equipment for local litter pick events on loan free of charge from the Council offices; and conducting environmental audits (with partner organisations) and supporting local beach / environmental clean-ups. By providing funding for new street furniture and other environmental enhancements, through grants and local members' ward allowances ; supporting community-led activities, such as the town centre planting undertaken by volunteers from the Friends of Coronation Gardens; and helping to make our town a more attractive place for visitors and residents.

People live in a town where heritage culture and Welsh language thrive

By actively being a society that promotes and protects culture, heritage and the Welsh language, and which encourages participation in arts, sports and recreation.

The Cultural assets include SCALA Prestatyn, which has a long history as a theatre, performing arts and cinema venue and has benefited from a recent redevelopment. Prestatyn library has also recently developed as a modern paper-based and digital information resource centre, and provides a point of contact for the public and public service providers.

The area boasts a rich heritage including a Roman Bath site, Offa's Dyke (a masterwork of Dark Age engineering which has a modern beginning / end statue on the beachfront), and a range of Victorian and Edwardian listed buildings that includes several churches, chapels and the iconic Hillside Gardens Shelter.

People are informed, included, listened to and can add to their community, thus supporting Community Empowerment

By regular engagement between Members of the Council and residents, informally as part of their day-to-day activities or more formally when the need arises; supporting and attending local events (where possible); representing Prestatyn Town Council on many external local bodies to offer support; by championing local democracy and giving residents a voice in local matters that affect them on a day-to-day basis throughout their lives. By continued interaction with stakeholders from the business and community sector in Prestatyn and Meliden.



GOVERNANCE AND ACCOUNTABILITY

The Council aims to be transparent and accountable in all that it does, whilst ensuring sound and rigorous management of its assets and resources. It does this by having Standing Orders, Financial Regulations, management policies, such as Biodiversity, Publications, Committees, Training and Code of Conduct. Prestatyn Town Council is subject to annual internal and external audits and reports the outcomes of these on its website and noticeboard.

Standing Orders represent the core principals of the Council's operation, to which all members and staff are strictly required to adhere to whilst in office. Content of the Standing Orders policy is drafted initially from a template dictated by the NALC model as provided by One Voice Wales*, to whom Prestatyn Town Council subscribe for direction of governance paperwork. Additional clauses are added in that are relevant to the specific operations pertinent to the local council. The model was being re-written in 2022/23 and a new version was presented to the Council in April 2023. The Standing Orders are reviewed annually and approved by Full Council at the AGM.

The Financial Regulations Policy is key to ensuring tight regulation is adhered to in respect of financial matters; like the Standing Orders Policy, these are based on a model drawn by One Voice Wales* and include additional elements relevant to Prestatyn Town Council. Again, the existing model was being re-written during 2022/23 and a new version was accepted during the 2023/24 financial year. This policy is reviewed by Full Council at the AGM annually.

The committee structures and procedures are a vital part of Prestatyn Town Council's governance, and a new set of rules and regulations were drawn and approved by Full Council in November 2022 to assist in the restructure of the council. The policy documentation explains the structure and formation of each committee, the principal roles and powers of the committees and their line of reporting. This documentation is split into three separate pieces; the Organisation Chart, the Committee Table, and the Standard Terms of Reference, all of which were built from templates as offered from One Voice Wales*. Members of each committee are elected at the AGM each year, at which time these documents are also reviewed.

A new Training and Development Policy was drawn during 2022/23 to assist primarily with addressing the requirements of new members that represented Prestatyn Town Council following the elections in May 2022. Again, a model was obtained from One Voice Wales*, and re-structured to suit the Council's needs; the Training Policy was approved by Full Council in November 2022 and is to be reviewed annually.

Subject to the Environment (Wales) Act 2016 Part 1-Section 6, The Biodiversity and Resilience of Ecosystems Duty Act, it is a requirement that a Biodiversity report is made and maintained; this report was refreshed and approved by Full Council in November 2022 and is based on a three-year cycle.

Prestatyn Town Council members and staff recognise that well-being is about being healthy and happy in all areas of our lives, including physical, mental health, good relationships and being part of resilient communities. Supporting the Well-Being of Future Generations (Wales) Act 2015.

Prestatyn Town Council has been proactive in providing several projects to complement and enhance the delivery of the strategy. This includes striving to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs, and undertaking what action we consider reasonable towards our local Public Service Board's priority areas.

These reflect the priorities of Prestatyn Town Council and incorporate the key objectives of the Prestatyn Town Council and Denbighshire Public Service Board as detailed in the Well Being Plan, which was presented to Full Council and approved in July 2022.

A revised Publication Scheme Policy was drawn in line with the Information Commissioner's Office and approved by Full Council in March 2023, which details how and where to contact in respect of freedom of information, together with any associated costs that may be payable. This document will be updated throughout the following year as other documents listed therein are completed.

The Code of Conduct documentation was updated and approved by Full Council in March 2023, following alterations required from the Welsh Government website in August 2022, and is a legal requirement under the Local Authorities (Model Code of Conduct) (Wales) Order 2008. This is a set document that is not altered by the Council but is reviewed annually at the AGM.

The Council has a Community Plan, together with an Awards Scheme, to recognise the tireless hard work of many volunteers within our community that enhance the Prestatyn and Meliden communities.

*One Voice Wales is the principal organisation used by many Welsh community and town councils, and recognised by the Welsh Government, to offer invaluable planning and training services and guidance for policy matters. Membership of this organisation is not compulsory, however in 2022 Prestatyn Town Council subscribed to their services to assist in the aspirations of updating policies and procedures within its structure.

CIVILITY AND RESPECT PLEDGE

At the Full Council meeting on Wednesday 8th February 2023, Prestatyn Town Council signed up to the Civility and Respect Pledge set out by The National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales.

The Pledge

Prestatyn Town Council has registered and agreed to the following statements:

- ❖ By signing this Pledge, Prestatyn Town Council is agreeing that the Council will treat Councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles
- ❖ Prestatyn Town Council has put in place a training program for Councillors and staff
- ❖ Prestatyn Town Council has signed the Code of Conduct for Councillors
- ❖ Prestatyn Town Council has good governance arrangements in place including staff contracts and a dignity at work policy
- ❖ Prestatyn Town Council will seek professional help at the early stages should civility and respect issues arise
- ❖ Prestatyn Town Council will commit to calling out bullying and harassment when it happens
- ❖ Prestatyn Town Council will continue to learn from best practices in the sector and aspire to be a role model/champion council through, for example, the 'Local Council Award Scheme'
- ❖ Prestatyn Town Council supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

LOCAL COUNCILLORS

There are nineteen Prestatyn Town Councillors that are elected on a five-year term representing the six wards of the town: Prestatyn Central, Prestatyn South West, Prestatyn East, Prestatyn Meliden, Prestatyn North West and Prestatyn North. Ten of these are also Denbighshire County Councillors and this allows them to represent Prestatyn and Meliden at County Council meetings.

Contact details for the Councillors can be found on the website, noticeboards, and DCC website. Every year a Mayor and Deputy Mayor are selected by the Councillors at the AGM. Their function is to represent the council at both community and civic events. Prestatyn Town Council meets in line with a published schedule of meetings (refer to the Appendix at the end of this document) which consists of the following committees:

- Full Council, meets monthly
- Town Planning, meets monthly
- Finance & Management, meets quarterly
- Community Development & Regeneration Committee, meets quarterly

The Full Council meetings are chaired by the Mayor and the committees have their Chairs and Vice Chairs; all presiding roles are selected by the Town Councillors on an annual basis at the AGM. Council members also have a role in representing the Council to other local bodies, such as environmental groups, business groups, community centres, schools governing bodies and other local interest groups. This helps the Council to keep in touch with things that are happening in the local area. All Councillors must sign a Declaration of Acceptance by law when elected and to abide by the Code of Conduct. This is a legal document that helps to ensure promotion of equality and respect of others, accountability and openness, a duty to uphold the law, selflessness and stewardship, objectivity and propriety, honesty, and integrity.

The three standing committees (Community Development & Regeneration Committee, Town Planning Committee, Finance & Management Committee) have defined terms of reference but can also appoint working groups or sub-committees for topics or issues.

The agenda for each Council or Committee meeting is posted on the noticeboard outside our office on Nant Hall Road as well as on the Council's website. Future meeting dates can also be found at all locations. Members of the public are welcome to attend the regular meetings and can feedback on agenda items.

SUMMARY OF EVENTS MAY 2024- APRIL 2025

This section aims to give you an overview of what the Council has been doing during the year 2024 – 2025.

- ❖ MIND Music
- ❖ Window Competitions for Businesses, for events such as Easter, Halloween, Valentines Day, and Christmas
- ❖ Christmas Light Switch On
- ❖ Mayor Awards Evening
- ❖ Scavenger Hunts for Easter and Halloween
- ❖ Warm Hubs
- ❖ Volunteers Fair
- ❖ D Day Celebration
- ❖ Teddy Bears' Picnic
- ❖ Prestatyn & Clwydian Range Walking Festival



ASPIRATIONS FOR THE YEAR AHEAD

Having undertaken a full review of all activities during 2024/2025, to ensure they continue to contribute towards one or more of our key objectives, the Council intends to build upon this solid foundation and make further progress towards improving the wellbeing of our local community in 2025/2026. We have several actions planned for the year ahead including:

- ❖ Mayoral Awards for Prestatyn and Meliden residents
- ❖ VE Day 80th Anniversary Celebrations
- ❖ Prestatyn Pride
- ❖ Floral tributes and enhancements to floral beds
- ❖ Continue working with our communities and create a Community Plan to identify the top priorities for residents, businesses, and visitors
- ❖ Continue working with our local businesses
- ❖ Develop further the Wellbeing plan
- ❖ Continuing to review and improve our website to ensure it is accessible and adaptable and that the content is relevant and up to date
- ❖ Continuing to support those most vulnerable in our local community
- ❖ Support our communities' projects and events
- ❖ Continue with support Scala Cinema with the investment
- ❖ Prestatyn and Meliden Awards Scheme for our amazing volunteers

STAFF TEAM

Prestatyn Town Council has a team of seven office staff. There is a Town Clerk/Responsible Financial Officer (Full Time, VACANT), a Locum Town Clerk/Responsible Financial Officer (Part Time), a Finance and Administration Officer (PT) and an Assistant Town Clerk (FT). These are supported by agency staff: two Administration and Support Officers (PT) and a Community Liaison Officer (FT).

The Town Council Offices are open daily Monday – Thursday 9.00am to 5.00pm and Friday 9.00am to 4.30pm. We are always interested to hear the views of residents, local businesses and visitors to the area.

CONTACT US

For more information about the Town Council and updates on local news and events, etc. please visit our website at <https://atprestatyn.co.uk/town-council>.

You can also find us on Facebook, X (Twitter) & Instagram – search Prestatyn Town Council. Email us at: info@prestatyntc.co.uk, call us on 01745 875185 or visit us at Prestatyn Town Council, 7 Nant Hall Road, Prestatyn, LL19 9LR.



FULL COUNCIL

Minutes of Full Council meeting held in Council Chambers, 7 Nant Hall Road, Prestatyn, on Wednesday 23rd April 2025 at 6:15pm – 7:40pm.

PRESENT

Councillors: A. West (Mayor/Chairman), C. Holliday (Deputy Mayor), P. Duffy, I. Lifford, G. Sandilands, B. Williams, T. Jones MBE, A. Tomlin, J. Matthews, S. Frobisher, A. Sampson, C. Evans, R. Flynn (r)

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer, Miss S. Rinaldo – Administration and Support Officer (Agency), Miss M. Sinclair – Community Liaison Officer (Agency)

APOLOGIES

Councillors: E. Heaton, K. Clewett, J. McLellan, J. Thompson-Hill

Councillor R. Flynn retired from council upon adjournment.

195 DECLARATIONS OF INTEREST

Councillors were reminded of the need to declare personal and/or prejudicial interest in tonight's proceedings in accordance with code of conduct legislation.

C. Holliday - Agenda Item 7 (iv), Benefit Advice Shop grant application.
I. Lifford – Agenda Item 7 (i), Friends of Ffrith grant application.
P. Duffy – Agenda Item 11 (ii) Windows.

196 PUBLIC PARTICIPATION

Member of the public were invited to address meeting. Malcolm Trainer offered his condolences on sad passing of Cllr Hugh Irving as previously reported. He also raised several issues: -

i) Warm Hubs – MT had provided a list of venues and named volunteers who had helped throughout warm hubs programme that was facilitated by Town Council and partners. Venues included PTC Community Room, Deva Church, Festival Church, Jubilee Community Centre, Meliden Community Centre. Thanks were given to all concerned.

ii) Bus Shelters – Council was thanked for assistance in bringing maintenance/bus transport issues to attention of Denbighshire County Council, Passenger Transport Services. He enquired if details of the bus number visiting each stop could be put into relevant bus shelter. Referral to DCC.

iii) Fallen Tree – Mr Trainer had reported matter to Denbighshire County Council (responsible body) who had cleared public highway, however he felt more work was required as he still considered situation was dangerous. Referral to DCC.

197 MAYORAL COMMUNICATIONS

i) Details of Mayoral diary of events and activities attended by Mayor and Deputy Mayor had been circulated with agenda papers.

ii) Community Achievement Awards – Cllr A. West, Mayor announced that the awards ceremony proposed for 24th April 2025 had been postponed. An extension for nomination time had been agreed with provisional awards scheduled 9th May 2025.

iii) Warm Hubs - Cllr A. West, Mayor presented Karen Kay, Megan Kay, Liz Amos with Community Awards for their volunteer services in respect of Warm Hubs held in community room at Town Council Offices.

Members express their appreciation for all volunteers and spoke about benefits of Warm Hubs in the community. Cllr J. Matthews thanked Town Council for agreeing to fund original warm hubs programme in 2022. Subsequently, external funding had helped to extend programme throughout Prestatyn and Meliden.

198 MINUTES

RESOLVED

That Minutes of Full Council 12.03.25 be approved

Proposed: Cllr C Evans Seconded: Cllr G Sandilands

Pursuant to Minute 167 – DCC Car Parking PTC subsidy - Locum Town Clerk confirmed matter had been raised with Denbighshire County Council who own and manage car parking services but no response to date.

Pursuant to 169 – Ty Pendre – Locum Town Clerk confirmed the Working Poor and Isolation Group had been informed of change to 'room hire agreement' and were continuing to use premises.

199 MINUTES OF COMMITTEES

Town Planning Committee 12.03.2025

Town Planning Committee 09.04.2025

Community Development and Regeneration Committee 09.04.25

Finance and Management Committee 09.04.25

Pursuant to minute 189 – Locum Town Clerk advised that report of staff costs v agency costs report would be brought to next committee meeting.

200 FINANCIAL EXPENDITURE

Details of financial expenditure had been circulated with agenda papers.

Dr Ziggs was queried and payment related to bubbles and wands for approved community events activities.

RESOLVED

- i) That BACS 14 – March 2025 be approved.
- ii) Income and Expenditure and Trial Balance for January/February be approved.
- iii) That public seating frequency of cleaning changes be kept under review e.g. Nant Hall Road benches under trees may require more frequent cleansing.

201 FINANCIAL ASSISTANCE APPLICATION

A summary of financial assistance applications had been circulated with agenda papers. Councillors had also received copy of application form and detailed financial information of organisation seeking financial support.

Councillors also discussed present financial assistance criteria, and awarding of grants to national charities, community interest companies, and not for profit organisations.

RESOLVED

1) That Community Development and Regeneration Committee be tasked with reviewing criteria and policy for awarding financial assistance grant awards.

2) That community grants be awarded as follows: -

i) Benefits Advice Service £2,500

Funds as per budget provision 2025/26. Local Government Act 1972 S.137.

(Cllr C Holliday declared interest and retired from Chamber during this item)

ii) Men's Shed £300

Funds contained within new local organisations budget provision 2025/26. Local Government 1972 S.137.

iii) Ffrith Indoor Bowls £700

Funds contained within existing organisations budget provision 2025/26. Local Government Act 1972 S.137.

iv) Friends of Ffrith – Family Fun Day £1,000

Funds contained within existing organisations budget provision 2025/26. Local Government Act 1972 S.145.

Potential to include within annual town events programme in future years.

(Cllr I Lifford declared interest and retired from Chamber during this item)

v) Marie Curie – Defer and seek further information on services delivered to Prestatyn and Meliden.

vi) Prestatyn Events Group CIC - Prestatyn Classic Car Show £1,200
Funds contained within Car Show budget provisions 2025/26. Local Government Act 1972 S.145.

vii) Prestatyn Running Club £475
Funds contained within new local organisations budget provisions 2025/26. Local Government Act 1972 S.137.

viii) Llais Prestatyn £500
Funds contained within new local organisations budget provisions 2025/26.

viii) Llangollen International Eisteddfod – Defer.

202 INDEPENDENT REMUNERATION PANEL FOR WALES

Details had been circulated digitally and extracted copy relevant to Town and Community Councils circulated with agenda papers. Reference was made to mandatory payments that must be made to individual councillors unless they decline payment in writing to town clerk's office. Other payments were at council's discretion and determination required.

RESOLVED

- i) That mandatory payment of £156 per annum be made to all Town Councillors.
- ii) That mandatory payment of £56 per annum be made to all Town Councillors.
- iii) That in recognition of additional duties Mayoral Allowance 2025/26 be £830 personal allowance.
- iv) That Chair of Finance and Management Committee (senior role allowance) be £500.
- v) Other costs including extra care, travel, financial loss, attendance allowance, care costs would be determined on case-by-case basis.

203 ADJOURNMENT

Cllr A. West, Mayor sought a short adjournment to enable Town Planning Committee to meet prior to exclusion of public and press and part two private and confidential items.

204 EXCLUSION OF PUBLIC AND PRESS

That Public and Press be excluded in accordance with local Government Act 1972, Schedule 12A, Parts 1, 2, 3, 4, 5 during the following items:

Full Council – Part Two Minutes 12.03.25.

Resources and Appeals Committee Minutes 18.03.25, 28.03.25, 14.04.25

Resources and Appeals Committee Minutes 17.04.25 to be reported

Council Offices – building works

205 MINUTES**RESOLVED**

That Full Council – Part Two Minutes 12.03.2025 be approved.

That Resources and Appeals Committee 18.03.2025 be approved

That Resources and Appeals Committee 28.03.2025 be approved

206 STAFFING COMMITTEE

Cllr I. Lifford reported upon Staffing Committee.

207 BUILDING CONDITIONS REPORT - TOWN COUNCIL OFFICE

Council received details of quotations received for building works.

Mayor_____

TOWN PLANNING

Minutes of Town Planning Committee meeting held in Council Chambers, 7 Nant Hall Road, Prestatyn, on Wednesday 23rd April 2025 at 7:45pm – 7:55pm.

PRESENT

Councillors: A. West (Mayor/Chairman), C. Holliday (Deputy Mayor), P. Duffy, I. Lifford, G. Sandilands, B. Williams, T. Jones MBE, A. Tomlin, J. Matthews, S. Frobisher, A. Sampson, C. Evans, R. Flynn (r)

IN ATTENDANCE

Mr N. Acott – Locum Town Clerk / Responsible Financial Officer, Miss S. Rinaldo – Administration and Support Officer (Agency), Miss M. Sinclair – Community Liaison Officer (Agency)

APOLOGIES

Councillors: E. Heaton, K. Clewett, J. McLellan, J. Thompson-Hill

208 DECLARATIONS OF INTEREST

Councillors were reminded of the need to declare personal and/or prejudicial interest in tonight's proceedings in accordance with the code of legislation.

None received.

209 PUBLIC PARTICIPATION

None received.

210 DENBIGHSHIRE COUNTY COUNCIL PLANNING CONSULTATIONS 09/04/2025

<u>APPLICATION</u>	<u>COMMENT</u>
43/2025/0109/HH Demolition of garage and single storey rear extensions; erection of new extensions with internal alterations and associated works. 33 West Avenue, Prestatyn, Denbighshire, LL19 9EY. (E)	NO OBJECTION

Deferred from Town Planning 09.04.25 43/2025/0140/PF Change of use of post office/shop to extend the residential use. Removal of existing shop front and replacement with two windows. New window opening to side elevation and associated works. Meliden Post Office, 21 Ffordd Talargoch, Meliden, Prestatyn, Denbighshire, LL19 8LA (M)	NO OBJECTION Committee members noted and understood the requirement for conversion to residential dwelling, but expressed the post office will be sorely missed by the local area.
43/2025/0137/PF Installation of replacement windows to front of building. Prestatyn Town Council, 7 Nant Hall Road, Prestatyn, Denbighshire, LL19 9LR (E)	NO OBJECTION Property owned by PTC

211 DENBIGHSHIRE COUNTY COUNCIL – STREET NAMING – Land at Midnant Farm PM178

Further correspondence had been received from Denbighshire County Council (DCC) advising that previous property owners had objected to developer using their business name for street naming purpose. DCC had subsequently advised that use of a business name would be a breach of DCC street naming policy and therefore alternative street name would be required.

Cllr A. Tomlin reported that previous property owners were very pleased that their business name would remain intact and protected. The proposed new name of 'Maes Nant Ganol' had been put forward by developer.

RESOLVED

That Council welcomes latest development.

Mayor _____

DENBIGHSHIRE COUNTY COUNCIL**PLANNING APPLICATIONS**

Town Planning Meeting
Wednesday 14th May 2025

<u>APPLICATION</u>	<u>COMMENT</u>
43/2025/0182/HH Demolition of existing garage and conservatory. Erection of a single storey rear extension, new pitched roof to existing flat roof, and erection of a detached garage with solar panels. 9 Oak Hill Drive, Prestatyn, Denbighshire, LL19 9PU. (C)	
43/2024/1134/AD Display of signage for the proposed new police station including police lantern and outside phone. Llys Llen Nant Hall Road, Prestatyn, Denbighshire, LL19 9LH. (E)	

Our ref: CS12778123

Date: 29th April 2025

Prestatyn Community Council
Nigel Acott - Clerk
7/9 Nant Hall Road
Prestatyn
LL19 9LN

WHP Telecoms Ltd.
Unit 6 Building 8
Carryduff Business Park
Comber Road
BT8 8AN

townclerk@prestatyntc.co.uk

Dear Mr Acott

PROPOSED UPGRADE TO EXISTING BASE STATION INSTALLATION AT (CS12778123) VICTORIA ROAD SW, CEG Y FFORDD, FFRITH, PRESTATYN LL19 7UT (NGR: E: 304898, N: 382926).

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone have identified this site as suitable for an equipment upgrade that will improve service provision for Vodafone. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone and Vodafone are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -

Our technical network requirement is as follows:

CS12778123 (Cornerstone, Vodafone) Victoria Road SW

REMOVAL AND REPOSITIONING OF EXISTING 15M POLE SUPPORTING 3NO. ANTENNAS WITH 20M POLE SUPPORTING 6NO ANTENNAS AND 1NO. 0.3M DISH, REMOVAL AND RELOCATION OF 2NO. CABINETS, AND ANCILLARY DEVELOPMENT THERETO.

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

As part of Vodafone's network improvement program, there is a specific requirement for an upgrade to the radio base station at this location to provide improved mobile coverage and capacity to the local area to one which is advanced, high-quality and reliable. Upgrading an existing site is in accordance with planning policy. The location of the pole is based on the presence of underground services; this was the nearest location to the existing pole that was free from these issues. The height of the proposed replacement pole cannot be reduced. If it was, the lower set of antennas would breach ICNIRP guidelines. No planning application will be made because we intend to use Vodafone's permitted development rights.

The Local Planning Authority must register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS12778123).

Yours faithfully,

Catherine Morris

Catherine Morris
Graduate Town Planner
WHP Telecoms
Email: c.morris@whptelecoms.com

(for and on behalf of Cornerstone)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:

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 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R. E: 304898

N: 382926

DIRECTIONS TO SITE:

EXIT M6 AT J20 ONTO M56 TOWARDS
CHESTER/RUNCORN/N WALES. CONTINUE
ONTO A494, AFTER c. 7 MILES CONTINUE
ONTO A55. TAKE J31 EXIT A5151/B5122
TOWARD PRESTATYN/CAERWYS. AT THE
ROUNDAABOUT TURN RIGHT AND REMAIN ON
A5151. AFTER c. 5.5 MILES AT THE
ROUNDAABOUT TURN LEFT AND REMAIN ON
A5151. TURN RIGHT ONTO WATERFALL ROAD.
TURN RIGHT ONTO A547. TURN LEFT ONTO
FFORDD TALARGOCH. TURN LEFT ONTO
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CEG-Y-FFORDD. TURN RIGHT ONTO VICTORIA
AVENUE RIGHT IS ON RHS OUTSIDE THE
FFRITH PUB.

1A

Issued for Approval

SUE HR

08/04/25

REV

MODIFICATION

BY

CH

DATE

WHP Telecoms Ltd

Faraday Court
401 Faraday Street
Birchwood Park
Warrington WA3 6GA
Tel: 01925 424100 Fax: 01925 424101
e-mail: info@wph Telecoms.com

cornerstone

Cell Name

Opt

VICTORIA ROAD WEST

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Cell ID No

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VF

VM02

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89188_13

34655

Project No.

ITM Cell ID

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Site Address / Contact Details

VICTORIA ROAD

FFRITH

PRESTATYN

LL19 7UT

Drawing Title:

SITE LOCATION MAPS

Purpose of issue:

PLANNING

Dwg Rev:

1A

Drawing Number:

100

Original Sheet Size:

A3

Surveyed By:

WHP

Drawn:

SUC

Date:

08/04/25

Checked:

HR

Issue:

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— = Right of Access

— = Public Access Route

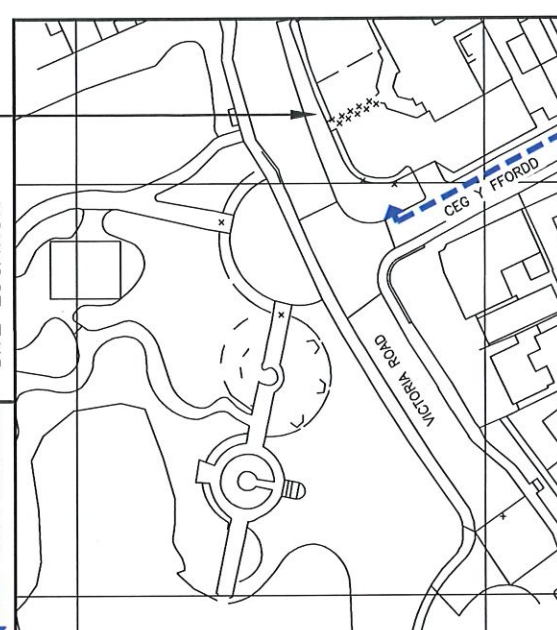
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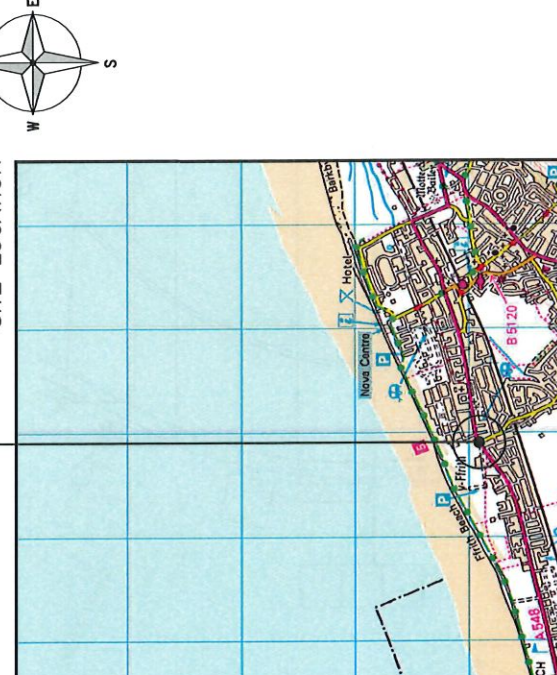
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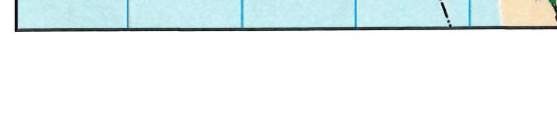
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ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R [E: 304888 N: 382926

NOTES:

REV	MODIFICATION	BY	CH	DATE
1A	Issued for Approval	SUC	HR	08/04/25



WHP Telecoms Ltd
 Fandey Court
 401 Paradise Street
 Richmond Park
 Wokingham RG40 3GA
 Tel: 01525 424100 Fax: 01525 424101
 e-mail: info@whptelecoms.com



cornerstone

Cell Name	Opt
VICTORIA ROAD WEST	A

Cell ID No	CSID	VF	VM02
127781	89188_13	34655	
Project No.	ITM Cell ID	N/A	
23			

Site Address / Contact Details

VICTORIA ROAD
 FFRITH
 PRESTATYN
 LL19 7UT

Drawing Title: EXISTING SITE PLAN

Purpose of issue: PLANNING

Dwg Rev: 1A

Drawing Number: 200

Surveyed By: WHP

Original Sheet Size: A3

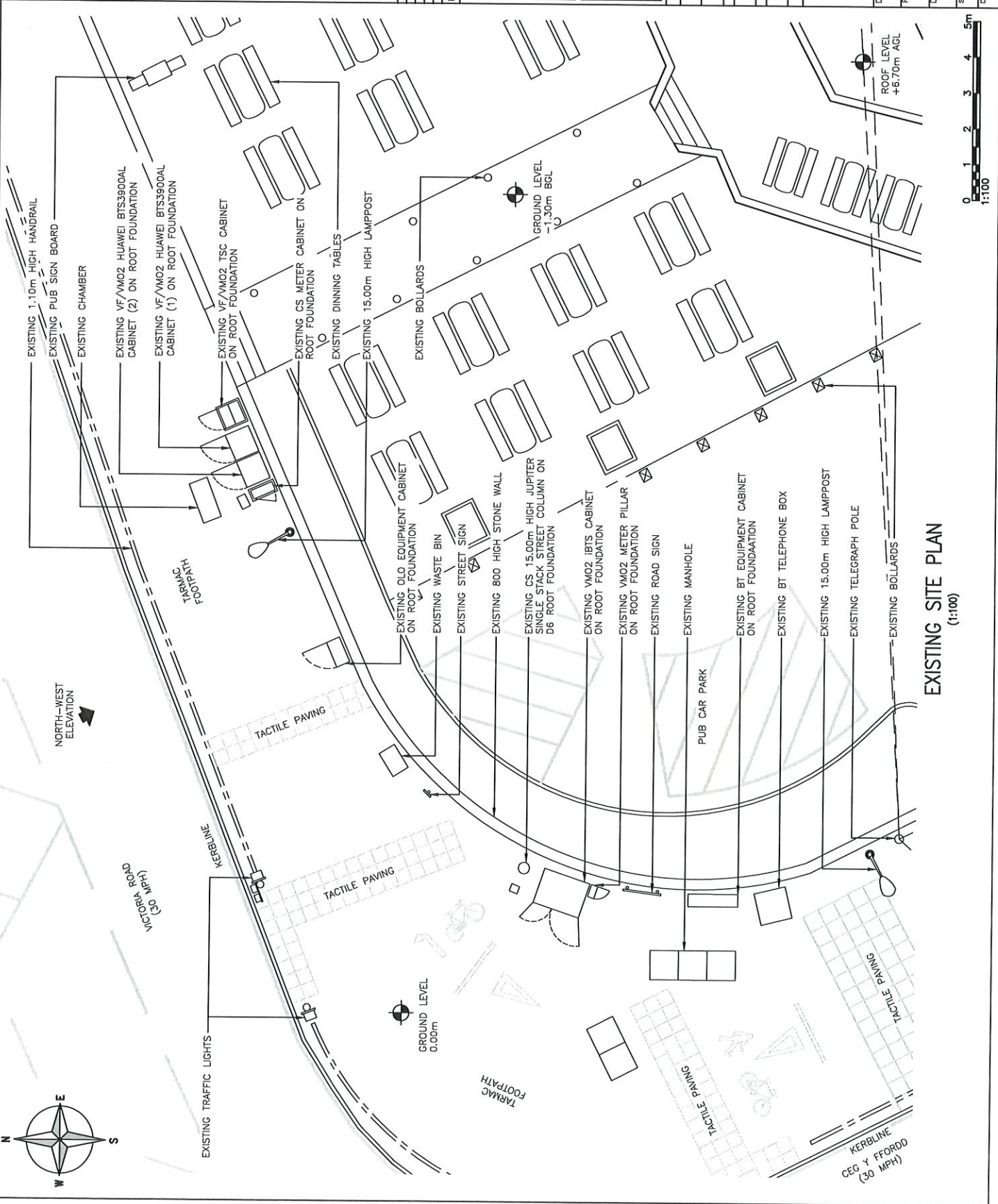
Drawn: SUC

Date: 08/04/25

Checked: HR

Issue: 1A

Scale: 1:100



EXISTING SITE PLAN
(1:100)

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 304998 N: 382926

NOTE : EXISTING VM02 IBTS CABINET ON ROOT FOUNDATION TO BE REMOVED & EXISTING VM02 METER PILLAR ON ROOT FOUNDATION TO BE REMOVED

REV	MODIFICATION	BY	CH	DATE
1A	Issued for Approval	SUC	HR	08/04/25

WHP Telecoms Ltd
 Faraday Court
 401 Faraday Street
 Birchwood Park
 Warrington WA3 6GA
 Tel: 01925 424100 Fax: 01925 424101
 e-mail: info@whptelecoms.com

Cell Name	Opt
VICTORIA ROAD WEST	A
Cell ID No	
CSID	VF
127781	89188_13
Project No.	ITM Cell ID
23	-
Site Address / Contact Details	
VICTORIA ROAD FRITH PRESTATON LL19 7UT	

Drawing Title: PROPOSED SITE PLAN

Purpose of Issue: PLANNING

Drawing Number: 201

Surveyed By: WHP

Original Sheet Size: A3

Drawn: SUC

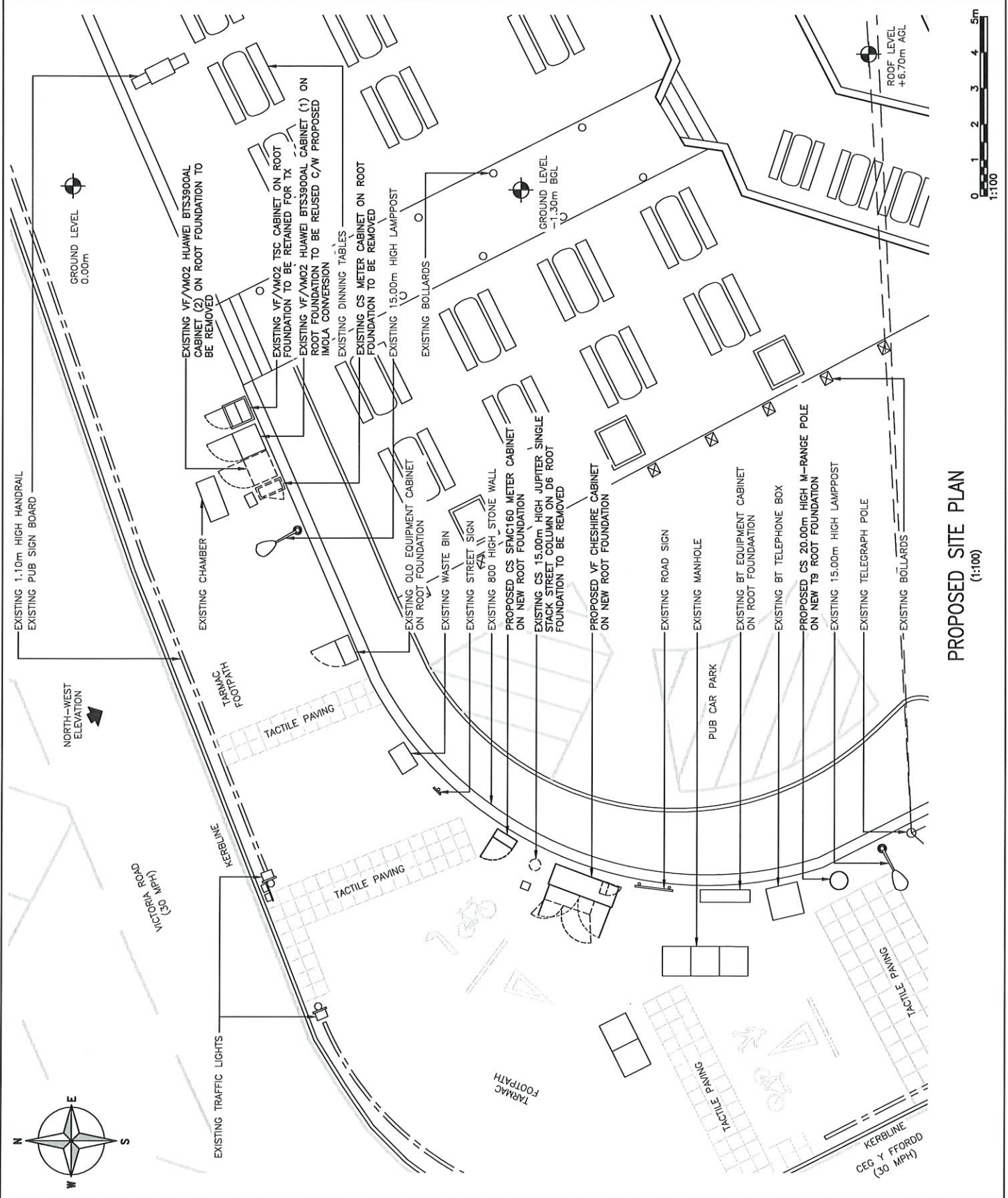
Date: 08/04/25

Checked: HR

Issue: 1A

Date: 08/04/25

Issue: 1A



PROPOSED SITE PLAN
(1:100)

N.G.R	E: 304898	N: 382926
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SDNT0005 Version 2.2

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E: 304898 | N: 382926

NOTE : EXISTING VMO2 IBTS CABINET ON ROOT FOUNDATION TO BE REMOVED & EXISTING VMO2 METER PILLAR ON ROOT FOUNDATION TO BE REMOVED

REV

Issued for Approval

MODIFICATION

BY CH

DATE

1A

SUC

HR

08/04/25

WHP Telecoms Ltd

Paradise Court

401 Faraday Street

Birchwood Park

Warrington WA3 6GA

Tel: 01925 424100 Fax: 01925 424101

e-mail: info@whplecoms.com

comerstone

Cell Name

VICTORIA ROAD WEST

Opt

A

Cell ID No

CSID

VF

VMO2

127781

89188_13

34655

Project No.

23

ITM Cell ID

N/A

Site Address / Contact Details

VICTORIA ROAD

FFRITH

PRESTATYN

LL19 7UT

Drawing Title:

PROPOSED ELEVATION

Purpose of Issue:

PLANNING

Dwg Rev:

1A

Drawing Number:

301

Original Sheet Size:

A3

Issue:

1A

Drawn:

SUC

Date:

08/04/25

Checked:

HR

Issue:

1A

Drawn:

WHP

Date:

08/04/25

Checked:

HR

Issue:

1A

