

BBF3 Carmarthenshire County Council – Llansteffan Car Park

Llansteffan Meeting 9am Wednesday 29th January 2025

Attendees: [], [], [], [], [] & [].

Apologies: [].

- The main change in the revised proposals is the increase in flood defence costs and decrease in car park costs.
- The variation (without lease agreement target) will be sent this week or early next week, to be signed and returned as soon as possible.
- FOI request for paperwork and documents between LA and WG on notification request and any other changes.
- Contractor has started on both car parks now and no comments on works so far.
- CCC will send photos of before and after for our files.
- Some equipment is being stored on Community Council land and they have been informed and noted
- Forecasts spend all on target, January claim around £26k or maybe more.
- Payments for second and third claims can be released as soon as the variation is completed, signed and returned.
- Next meeting Wednesday 19th February 9am.

Llansteffan Meeting 9am Wednesday 22nd January 2025

Attendees: [], [], [], [], & [].

Apologies: [].

- Still challenges on the lease agreement and will now not be signed. Work can still be completed in LA owned section of the North car park and South car park improvements.
- Works already begun on South car park on the accessibility ramps to the beach.
- Will be starting works next week on the LA owned areas of the North car park.
- Drainage costs have increased which could utilise the underspend if not doing all the North car park if lease agreement not signed.
- Querying with the Community Council if stone surface can be used instead of other surface solutions.
- CCC to send final forecasts costs and project details by end of January, and to confirm whether or not the Community Council owned land will be included – low level improvements can be made without the lease in place
- If the project will not be including the Community Council owned land, another variation can be issued with a revised grant award and deleting the lease agreement target
- Next meeting Wednesday 29th January 9am.

Llansteffan Meeting 1.30pm Thursday 9th January 2025

Attendees: [], [], [], [], & [].

Apologies: [].

- Lease agreement is still not signed, but in discussions with community council this week and will stress the importance of using this funding for the car park or losing it and never being able to access funding for it again. [Redacted – s42 Legal professional privilege]

- All other elements can be completed without the lease except for just under 2/3 of the north car park.
- Contractor starting works on the south car park from Monday 13th January and will complete by the end of March.
- There will be a covenant in place to prevent campervans having overnight stays, this will be independent to the lease agreement.
- Over 1/3 of the north car park is owned by the LA so works can also be completed in these areas but will only need access allowance for these.
- Timing issues allayed as materials already purchased in preparation for the works to begin.
- Next meeting Wednesday 22nd January 9am.

Llansteffan Meeting 10am Thursday 19th December 2024

Attendees: [], [], [], [], [], & [].

Apologies: [], [] & [].

- [Redacted – s42 Legal professional privilege]
- Community Council meetings are closed to the public as they are discussing confidential legal and commercial matters, but there have been several other community engagement and consultation events held for the public to be updated on this project and to have their views or concerns raised.
- The Community Council have also shared advice on social media around the previous use of the land for car parking and no issues with using as car parking in the future providing the project is completed to resurface the car park, and without adding parking charges.
- There are also accessibility issues in the area which will be resolved when this project is completed.
- [Redacted – s42 Legal professional privilege]
- Following discussions and assurances around adding an indemnity clause for not charging for car parking, the Community Council have now agreed to sign the lease agreement early January.
- Contractors (chosen from an existing framework) can then be onsite for construction to begin in the south car park first and then in the north car park – materials have already been ordered to prevent any further delays.
- [] asked for reassurances that the contractor can complete the works, and the claim can be made by the 25th of March at the latest.
- CCC to speak to the contractor today to ask for their programme of works and to send us a copy this week.
- As soon as there are any updates on the lease agreement CCC to let us know.
- Vesting certificate query to cover capital spend in advance – we cannot pay any costs for elements that have not completed but can pay for individual completed elements even if all of the project elements are not completed.
- The other elements still going ahead are the toilet blocks refurbishment in the south car park, and the accessibility ramps and resurfacing of both south and north car parks using grass-crete.
- We will only need invoice evidence for the claims as these are paid on incurred spend, so we won't need evidence of defrayal.

- CCC would like weekly / fortnightly meetings going forward, [] to send invite for next meeting for early January.

Llansteffan Meeting 10am Monday 4th November 2024

Attendees: [], [], [], [], [] & [].

Apologies: [], [].

- [Redacted information - out of scope of this request]
- Original project was mainly for Northern carpark.
- Revised project looking at only resurfacing the Northern carpark without adding charging fees, and for toilets refurbishment and disability access to the beach and playground for the Southern carpark (playground side) and will be looking at including charges for this carpark. Also looking at introducing parking orders (i.e. double yellow lines etc.) in the surrounding areas where overspill parking can occur, and to re-bund the grass verge areas to limit parking on these and prevent further flooding.
- There will be a consultation period and charging fees strategy for Llansteffan and will maybe look to include some resident parking but none of this will affect the timing of the revised project.
- Llansteffan being used by a top fashion brand soon with around 100 staff bringing potential £50k into the local economy.
- CCC would not be able to fund the project themselves as low number of residents means a low amount of council tax that is being used for priority service amenities such as lighting and rubbish collections etc.
- Notification received from [] to say previous project can no longer go ahead, so can now look at other options going forward, but need to be confident that these can all be delivered by end of March 2025.
- Only need quickly to costs the carpark areas as the they already have costings for the toilets and disability access elements. Then will need to tender out asap but already have contractors on hand (finishing existing projects) that could start straight away.
- Intervention rate will still be 80% / 20% and can only pay for design costs related to this project.
- Would there be any issues with introducing a parking charge? This will benefit the local community as can use the charges towards maintenance costs. They have received resistance from only a small number of individuals, but this will not affect the rest of the project completing.
- [] to send us revised project plan with description, new costs and key risks asap – we can then assess this to see if we can issue a variation letter.

Llansteffan Meeting 10am Tuesday 24th September 2024

Attendees: [], [], [], [], [] & [].

Apologies: [] & [].

- [Redacted – s42 Legal professional privilege]
- [Redacted – s42 Legal professional privilege]
- They have sent a letter to CCC notifying them of their decision, therefore CCC confirmed that this Llansteffan project can no longer go ahead – [] will send us a copy of Community Council's letter.

- CCC will need to send us a notification event letter and we will advise them of the next steps.
- Only 1 claim has been paid for £851.40, the remaining 2 claims that are currently on hold – claim 2 for £8,918.58 and claim 3 for £7,123.05.
- Can look at elements of the project that can be applied for in BBF4 but none that include the Community Council owned land.

Llansteffan Meeting 9am Friday 6th September 2024

Attendees: [], [], [], [] & [].

Apologies: [] & [].

- [Redacted – s42 Legal professional privilege]
- Meeting 16th September to make decision but not optimistic.
- Looking at options but not happy with tarmacking for surfacing, and not happy with proposal of charging for parking.
- Petition going to full council next week which will oppose the car park charging.
- Next meeting Tuesday 24th September 10am.

Llansteffan Meeting 11am Tuesday 30th July 2024

Attendees: [], [], [] & [].

Apologies: [] & [].

- This project is now Amber risk alert.
- LA has received a concerning solicitor's letter from the Community Council with legal queries regarding the project. [Redacted – s42 Legal professional privilege]
- Positive comments at community event early July, only concerns raised over previous flooding, but [] provided update on Suds and grass-crete permeable surface being used to allay fears.
- Community Council and Village Green met last week but [] not made aware of the outcome yet.
- Procurement not an issue as there is an engineering framework in place, so only need confirmation on prices, but quicker than going through a tender process.
- Confident in delivery if and when the lease agreement is sorted.
- Next meeting date Friday 6th September 9am.

Llansteffan Meeting 10am Thursday 13th June 2024

Attendees: [] & [].

Apologies: [], [], [], [] & [].

- Met with local councillor, community council, committee, and all legal representatives – all fully supportive of the project.
- Looking at disabled access to paths from both carparks and maybe relocating these to areas where the sand does not deposit so much. Would like to include this in the project, any increase in costs will be met by the LA, timings for the project will not be affected – [] to send updates on this.
- There were queries on the dimming patterns / timings of the lighting which will also be addressed.

- The community council raised concerns and would like to include height barriers in the overspill carpark to avoid any camper van parking.
- Still in negotiations over the lease agreement and terms to be agreed – [] will send updates on this when available.
- Village Green Committee to view the plans and going to the community council 17th June – [] will send any updates following this.
- The roadshow that was planned for 27th June is being postponed until possibly 18th July due to the general election.
- Procurement still on track for August and construction starting September / October.
- Variation letter cannot be issued until all details are sent in.
- Next claim is due 30th June, can send claims in if they are ready but will be on hold until variation completed.
- Potential legal challenge from locals is the main risk but should know outcome of this by July.
- [] will send any updates in the meantime.
- Next meeting date Tuesday 30th July 11am.

Llansteffan Meeting 3pm Wednesday 1st May 2024

Attendees: [], [], [] & [].

Apologies: [], [] & [].

- SAB application is approved – [] to send us a copy of the approval.
- Waiting on lease agreement Community Council to be completed.
- Costs estimates gone up slightly from £240k to £250k-£280k but may not need full construction depending on surface being used and final tender quotes, and not asking for additional funding.
- Looking to arrange public consultation during one of the roving roadshows for around mid-June and hope to have all agreements from community / public following this.
- Claim still on hold until variation letter is completed.
- Revised claims profile sent but [] to send breakdown of payments per month.
- [] to send revised costs breakdown as previous copy not adding up correctly.
- Procurement on track for August and construction starting September / October.
- Only concerns are lease agreement and any potential legal challenge from locals but should know outcome of this in next month or two.
- Next meeting date Thursday 13th June 11am.

Llansteffan Meeting 9am Thursday 28th March 2024

Attendees: [], [], [] & [].

Apologies: [] & [].

- Meeting on the 21st March with the Community Council, the Covenant Holder, the County Council's Project Team and legal department to go through outline design went well, everyone is supportive of the project.
- Community Council discussion at full meeting in April can then discuss operational management & costs / charges going forward. Council is looking at

shared ownership with the Community Council and making a minimal annual payment for this as well as NNDR costs with other operational costs to come out of the parking charges. Any additional revenue generated will go back to the Community Council.

- Going to arrange a public consultation and drop-in session on the design & operation to hopefully build up a consensus for support. This will include the pay & display parking, operation, conditions, and the legal process for the parking enforcement order.
- Not publishing this online though as feel the public consultation and community masterplan and newsletters will be enough to cover this but may arrange a wider consultation exercise with village and tourism providers before May half term (focussing on wider community master plan).
- Expecting complaints for the parking order but hoping good public support will offset these. Any challenges should be known by the meeting in April.
- Claim in is slightly under profile, unable to process & pay the claim though until SAB is approved. [] to send an explanation for the underspend with a revised claims profile and to request a carryover for the remaining amount into next financial year so we can request approval and a variation letter for this.
- Some costs were not paid in time – these can be claimed next financial year.
- SAB application has been submitted, it's through an in-house team so shouldn't take too long for the decision. Permeability test was not great but can work around this with further channelling of water course i.e. gullies.
- [Redacted information - out of scope of this request]
- [Redacted information - out of scope of this request]
- Next meeting date Wednesday 1st May 3pm.

Joint Meeting 2pm Wednesday 21st February 2024

Attendees: [], [], [], [].

Apologies: [].

Llansteffan – []

- Confirmation already sent re planning not required.
- Trial holes done, waiting on Geotech report which is due any time now – [] will send details as soon as he receives the report.
- [Redacted – s42 Legal professional privilege]
- [Redacted – s42 Legal professional privilege]
- [Redacted – s42 Legal professional privilege]
- Timescale on decisions? No process, only during public consultation and evidence from wider consultation.
- The planned parking order will be objected but there is already a process in place for this. There are no other political objections to this project.
- Need more detailed design before going back for public consultation which is planned to take place around April or May as a drop-in session in the village hall.
- Claims profile, looking at claiming £13k grant this F/Y, was £25k so will be approx. £9k under spend – it won't be higher than £25k but [] will try to get as close as possible to this and will send us confirmation by the end of this week – [] to send details of the underspend by this Friday, then the claims reprofile and up-to-date project plan can follow with variation request.

- Next meeting already planned for 12th March and will be monthly meetings going forward.

Llansteffan Meeting 9am Tuesday 23rd January 2024

Attendees: [], [], [] & [].

Apologies: [], []

- Recent flooding issues at Llansteffan and Ferryside.
- Parking plan completed for around 60 bays plus over spill area for additional informal parking.
- Waiting on report from trial bore holes regarding permeability and load bearing around design and materials to use.
- Community consultation – supportive in general, draft plan has been shared but need to finalise legal agreement on this as soon as possible, [Redacted - s40(2) – Personal Data].
- Draft agreement with the Community Council around operational and maintenance requirements. The LA will be responsible for maintenance using costs generated from the car park fees, any additional revenue generated will be going back to the Community Council.
- [] to send email confirmation that planning is not required. SUDs approval may be required depending on the approved surface being used.
- [] to send revised claims profile for us to assess and send a variation letter if approved. They will only be claiming around £8k (for site investigations and surveys) of the £24k profiled for this f/y, remainder will be profiled into next f/y as most costs will be related to construction.
- [] to send a copy of the match funding confirmation email.
- [] will send timesheets evidence for claim 1 for [] to process.
- [] will send any further updates.
- **[Redacted information - out of scope of this request]**
- Next meeting Tuesday 12th March 11am.

Both Site Visits Monday 16th October 2023

[] & [] met with [], [], [], & [] at the museum for a tour of the site prior to the project commencing. [], [] & [] then met with [] for a tour of the Llansteffan project site.

Joint Meeting 11.45am Friday 15th September 2023

Attendees: [], [] (Museum) [] (Llansteffan), [], [], [] & [].

Apologies: []

Llansteffan –

- Waiting on formal confirmation that planning is not required, also information on usage of Village Green area. This used to be a paid parking area previously so don't envisage any legal issues with this going forward.
- [] will send us a copy of the match funding confirmation email.

- Working with the Community Council on this project on some areas of permitted car parking and then how this will be operated with opening times etc going forward. Initial designs drawn up ready for early discussions on this.
- Using tarmac on running area leading up to car park the porous material for parking spaces and looking at access to the beach. Overspill parking area is to remain as grass to stay in keeping with the Village Green status.
- All discussions to date have been positive and favourable towards this project, [Redacted - s40(2) – Personal Data].
- NNDR and electricity is expensive for running car parks but working with the Community Council regarding the costs on this, any revenue generated is usually used towards these and other related costs.
- They have had issues with camper vans as there are no facilities for these in this area as there. A legal parking order is being incorporated into this project that will enforce no camper van parking in the area. However, there are other options being considered at Pembrey and Burry Port for camper van parking and facilities.
- Not sure what will happen with the run-down toilet block but there are other toilet blocks available close by. The building has been there a long time and will need to check the status and nature of the building and whether it can be used for another purposes for the Village Green.
- There are usually 10% of parking spaces allocated for accessible parking but depending on the layout, plus there are already some disabled bays at the Southern end of the carpark.
- Subsidy Control email sent to us July 4th saved in ishare, not a subsidy [] has already checked and confirmed.
- SPF funding being used for signage, adding visitor information to existing signage not to clutter or overload signage already there.
- [Redacted information - out of scope of this request]
- [] will send us a copy of the Suds approval when available.
- EV chargers have also been installed at various sites including Llansteffan, all of which are very popular.