

**MINUTES of a MEETING of the
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE
held virtually
on
FRIDAY 23RD JANUARY 2026**

Broughton & Bretton Community Council:

Councillors Penny Brett-Roberts, Ros Griffiths, Ryan McKeown and Gareth Williams.

Hawarden Community Council:

Councillors Bill Cooper and Dave Mackie.

Shotton Town Council:

Councillors Sean Bibby, Gary Cooper, David Evans, Mike Evans and Doreen Mackie.

Also in Attendance:

Sharron Jones, Clerk and Financial Officer, Broughton & Bretton and Hawarden Community Councils (SGJ)
Collette Lowry, Clerk and Financial Officer, Shotton Town Council (CL)

1. APPOINTMENT OF CHAIR:

Councillor Ros Griffiths was nominated to act as Chairman, this was duly seconded and agreed and **IT WAS RESOLVED:** that Councillor Ros Griffiths be appointed Chairman for the meeting.

1 Chair's signature: _____

2. APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Darren Sterry (HCC) and Connor Wynne (HCC).

3. MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting held on 25th November 2025, copies of which had been circulated with the agenda, were received and approved as a correct record.

4. MATTERS ARISING FROM THE MINUTES:

There were none.

5. JOINT SERVICES:

The Chairman referred members to the comprehensive report that had been circulated with the agenda for the meeting. The report outlined the budget position for 2025/26 and the proposals for 2026/27. A 5% increase on salaries had been budgeted for together with inflationary increases.

The Clerk and Financial Officer for Hawarden and Broughton and Bretton Councils had recently been awarded her BA (Hons) Degree in Community Governance following six years of study. She wished to place on record her thanks to all three council's for supporting her with this qualification.

The Clerk provided an update on the street lighting contract for all three councils. As members had been aware, the contract with Southern Scottish Energy (SSE) had expired on the 31st March 2025 and it had been agreed to combine the council's contract with Flintshire County Council. However, this process had been delayed by SSE and discussions had subsequently been held with Crown Commercial Services (CCS) who provided its energy to Flintshire County Council. This new arrangement should be in place by 1st April 2026 with a similar level of efficiencies previously agreed.

Members thanked the Clerk for the production of this comprehensive report.

IT WAS RESOLVED: that the budget report be received and noted.

6. STREET LIGHTING – LED HEAD REPLACEMENT SCHEME:

The Clerk and Financial Officer had circulated an updated report on the number of LED Head replacements, per ward. Although the LED replacement programme was nearing its conclusion, the Council's Maintenance Team would now start to renew the old concrete columns.

IT WAS RESOLVED: to note the update.

7. SERVICE LEVEL AGREEMENTS:

The Service Level Agreements (SLAs) had been circulated and approved with no amendments. Arrangements would be made to have them physically signed in due course.

IT WAS RESOLVED: to agree the current SLAs.

8. DATE OF NEXT MEETING:

The next mid-year review meeting would take place in October/November 2026.

The meeting concluded at 5.11 p.m.

The Chairman thanked members for their attendance.



CARNEYSWEENEY

Brunel House
2 Fitzalan Road
Cardiff
CF24 0EB

5 February 2026

Broughton Bretton Council
Clerk Sharron Jones,
113 The Highway, Deeside,
Flintshire,
CH5 3DN

Dear Sharron,

**Town and Country Planning (Development Management Procedure) (Wales) Order 2012 As Amended
Publicity Under Articles 2C and 2D Before Applying For Planning Permission**

**Proposed Development on Land to the north of Broughton Shopping Park, Chester Road,
Broughton**

In accordance with the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 as amended, we write to give you notice that British Land PLC is intending to apply to Flintshire County Council for permission for the following development:

"Erection of a Class A1 retail foodstore with surface level car parking, landscaping, and associated development."

Please find enclosed the relevant notice for the above, which invites a pre-application consultation response on the proposed development to be provided to us by **8 March 2026**. Your response may be sent by post to us at the address above or by email to: rhianon.jones@carneysweeney.co.uk

CarneySweeney complies with the Data Protection Act 1998 and the General Data Protection Regulation 2016 (GDPR) and is a registered Data Controller. For further information on CarneySweeney's approach to personal data, please request a copy of our Privacy Policy.

The draft planning application form, application drawings and supporting reports may be viewed online at: <https://www.carneysweeney.co.uk/consultations/>. Should they be required, computer facilities are available to view this information online at Broughton Library, Broughton Hall Road, Flintshire, CH4 0QQ from 09:00-17:00 on Mondays and 09:00-17:00 on Wednesdays to Fridays; and 09:00-13:00 on Saturdays.

If you have any questions or would like to discuss, please do not hesitate to contact me.

Yours sincerely,

Rhianon Jones
Principal Planner
CarneySweeney

**Town and Country Planning (Development Management Procedure) (Wales)
Order 2012**

**PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING
PERMISSION**

NOTICE UNDER ARTICLES 2C AND 2D

(To be served on owners and/or occupiers of adjoining land and community consultees; and displayed by site notice on or near the location of the proposed development)

Purpose of this notice: This notice provides the opportunity to comment directly to the developer on a proposed development prior to the submission of a planning application to the local planning authority ("LPA"). Any subsequent planning application will be publicised by the relevant LPA; any comments provided in response to this notice will not prejudice your ability to make representations to the LPA on any related planning application. You should note that any comments submitted may be placed on the public file.

Proposed development on (a): [Land to the north of Broughton Shopping Park, Chester Road, Broughton](#)

I give notice that (b): [British Land PLC](#)

is intending to apply for planning permission for the (c): [Erection of a Class A1 retail foodstore with surface level car parking, landscaping and all associated development.](#)

You may inspect copies of:

- the proposed application;
- the plans; and
- other supporting documents

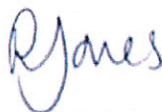
online at (d) <https://www.carneysweeney.co.uk/consultations/> and computer facilities are available to view this information online at (e): [Broughton Library, Broughton Hall Road, Flintshire, CH4 0QQ.](#)

between the hours of (f): [09:00-17:00 on Mondays and 09:00-17:00 on Wednesdays to Fridays; and 09:00-13:00 on Saturdays.](#)

Anyone who wishes to make representations about this proposed development should write to rhianon.jones@carneysweeney.co.uk or [CarneySweeney, Brunel House, 2 Fitzalan Road, Cardiff, CF24 0EB.](#)

by (k): [8 March](#)

[2026](#) Signed:



Date: [5 February 2026](#)

Planning Enforcement Policy Consultation – Flintshire County Council

Flintshire County Council is undertaking a public consultation on its Draft Planning Enforcement Policy (January 2026).

Planning enforcement plays an important role in maintaining confidence in the planning system, protecting the built and natural environment, and ensuring development takes place in accordance with planning legislation and policy. The Draft Policy sets out how the Council will investigate alleged breaches of planning control, how cases will be prioritised, and the range of actions that may be taken where it is considered expedient to do so.

The Council is seeking views from residents, Town and Community Councils, businesses, developers, and other interested stakeholders on the Draft Policy before it is finalised.

Please note that this consultation is about the Draft Planning Enforcement Policy, not about individual enforcement cases.

How to Respond

Comments are invited primarily via the Council's online consultation questionnaire, which can be accessed using the following link:

<https://www.flintshire.gov.uk/en/Resident/Consultation-and-Engagement/Open/Draft-Planning-Enforcement-Policy-2026.aspx>

The consultation should take approximately **10–15 minutes** to complete. You do not have to answer every question.

If you are unable to respond via the online survey, comments may alternatively be submitted in writing by email to planningdc@flintshire.gov.uk or to Development Management, Ty Dewi Sant, St David's Park, Ewloe, Flintshire, CH5 3FF. **Please do not reply to this email address.**

Please clearly reference "Draft Planning Enforcement Policy Consultation" in any correspondence.

The Draft Planning Enforcement Policy is available to view at:

[https://www.flintshire.gov.uk/en/Resident/Planning/Enforcement-\(unauthorised-development\).aspx](https://www.flintshire.gov.uk/en/Resident/Planning/Enforcement-(unauthorised-development).aspx)

All comments received will be considered and used to inform the final version of the Planning Enforcement Policy, which will be reported to the Council for approval.

Thank you for taking the time to participate in this consultation.

Flintshire County Council is collecting this information as part of a public consultation on the Draft Planning Enforcement Policy.

- Responses will be used to help inform the final version of the Policy and may be summarised in reports to Council or Committees.
- Responses may be published in an anonymised form.
- We will not publish your name or contact details.

- Data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Providing personal data is optional. Any personal data you choose to provide will be held securely and will not be used for any purpose other than this consultation

The consultation closes on **9 MARCH 2026**

Matthew Parry-Davies

Rheolwr Datblygu | **Service Manager - Development**

Gwasanaeth Datblygu | **Development Service**

Lle a Thwf | **Place and Growth**

Cyngor Sir Y Fflint | **Flintshire County Council**

Ffôn | **Tel:** Saesneg|**English** 01352 703248 Symudol|**Mobile** 07387

133814 Cymraeg|**Welsh** 01792 002129

Ebost | **Email:** matthew.parry-davies@siryfflint.gov.uk | matthew.parry-davies@flintshire.gov.uk

<http://www.siryfflint.gov.uk> | <http://www.flintshire.gov.uk>

<http://www.twitter.com/csyfflint> | <http://www.twitter.com/flintshirecc>

**Community Reviews under the Local
Government (Democracy) (Wales) Act
2025 – Draft Proposals**

Foreword

Draft Proposals for the Communities of Flintshire County Council

This report presents our draft proposals for the communities within the county of Flintshire. The review has been carried out in accordance with the Local Government (Democracy) (Wales) Act 2013 and the Council's Terms of Reference.

Fairness is a central principle embedded in the legislation and has guided the Council throughout this process. In line with our statutory obligations, we have also considered future developments and obtained five-year electorate projections.

In formulating these proposals, we have taken into account local connections and the views of those advocating for the retention of existing boundaries. Every representation submitted has been carefully reviewed. However, these considerations have had to be balanced against other statutory factors and constraints, particularly the need to ensure that communities continue to reflect local identities and support effective and convenient local governance. Where changes to community or ward boundaries are proposed, the Council has also considered the importance of electoral parity and democratic fairness for all electors.

We appreciate the contributions made by town and community councils, as well as all individuals and organisations who submitted representations. We welcome any feedback or views you may wish to share on these draft proposals.

Draft Proposals Report

Contents

1.	Summary of Draft Proposals	1
2.	Council Size	1
3.	Undertaking the Review	2
4.	Consideration of Submissions	2
5.	Draft Proposals	3 - 27
6.	Responding to the County Council's Draft Proposals	28
7.	Maps showing the Boundary Proposals	29 - 32

1. Summary of Draft Proposals

- 1.1 As a principal council, Flintshire County Council is undertaking Community Reviews under sections 25 and 31 of the Local Government (Democracy) (Wales) Act 2013 ("the Act"). The Terms of Reference for the review can be found on the Council's website.
- 1.2 Flintshire has considered whether it needs to make revisions to the structure of communities and community wards to ensure that
- i. local identities are preserved and
 - ii. the arrangements continue to support effective and convenient local governance across the principal council area.
- 1.3 The Council has proposed amendments to the boundaries of two town council wards within the town of Connah's Quay, and would like to receive further observations on proposals made by Cilcain Community Council and Penyffordd Community Council.
- 1.4 The Council has also proposed amendments to the electoral arrangements (i.e. the number of councillors per ward) for Flint Town Council, Hawarden Community Council and Sealand Community Council and would like to receive further observations in respect of the different options identified for Bagillt Community Council and Saltney Town Council.

2. Council Size

- 2.1 The table below sets out the Town/Community Council size ratio of councillors to electors to be used as a flexible guide:

Electorate	Suggested Councillor Allocation	Electorate	Suggested Councillor Allocation
0 -299	7	2000 – 3999	13
300 – 499	8	4000 – 5999	14
500 – 749	9	6000 – 8999	15
750 – 999	10	9000 – 11,999	16
1000 – 1499	11	12,000 +	17 - 20
1500 – 1999	12		

3. Undertaking the Review

3.1 Flintshire County Council has conducted a wide consultation:

- Seeking the opinions and recommendations of town and community councils, Members of Flintshire County Council, Members of Parliament, Members of the Senedd and members of the public.
- Flintshire County Council has promoted this review via the Council website, and has also provided all Town and Community clerks with the relevant public notices to advertise the review within local communities.

Stakeholders:

Residents of Flintshire

Town and Community Councils

Flintshire County Council Members

Becky Gittins, MP

Mark Tami, MP

Jack Sargeant, MS

Hannah Blythyn, MS

Llyr Gruffydd, MS

Mark Isherwood, MS

Samuel Rowlands, MS

Carolyn Thomas, MS

3.2 The Council agreed the terms of reference to govern the review on 2 July 2025.

4. Consideration of Submissions

4.1 Submissions were received from:

- 28 Town and Community Councils
- 4 Town and Community Councillors
- 20 Members of the public
- 1 Local Political Party

4.2 All representations are published on the Council's website.

Representations

The Council received three representations concerning the community of Bagillt. One from Bagillt Community Council and two from members of the Community Council. The representations are published on the Council's website.

Community ward boundary proposals

The Council proposes no changes to the community ward boundary.

Community Council electoral arrangements

The Council welcomes observations on the following two options:

1. The Council proposes that the Community Council's warding arrangements should be removed. This would follow the Principal Council's warding arrangements.
2. The Council proposes no change to the Community Council's electoral arrangements.

The Council proposes no changes to the number of community councillors.

Proposed Name

The Council proposes to retain the English/Welsh community name of Bagillt.

5.3 Broughton and Bretton Community Council

The current community arrangements in Broughton and Bretton consist of two wards: North East and South. The community has a total electorate of 5,162 and is represented by 14 community councillors. The electorate per ward and the number of councillors are as follows:

Community Ward	Electorate	5 year projected Electorate	Number of Councillors
North East	1,756	1,769	5
South	3,406	3,432	9
Total	5,162	5,201	14

Representations

The Council received one representation concerning the community of Broughton and Bretton. This was from a member of the public. The representation is published on the Council's website.

Community ward boundary proposals

The Council proposes no changes to the community ward boundary.

Community Council electoral arrangements

The Council proposes no change to the Community Council's electoral arrangements.

Proposed Name

The Council proposes to retain the English community name of Broughton and Bretton and the Welsh community name of Brychdyn a Bretton.

5.4 Brynford Community Council

The community has a total electorate of 834 and is represented by 10 community councillors. The electorate and the number of councillors are as follows:

Community	Electorate	5 year projected Electorate	Number of Councillors
Brynford	834	847	10
Total	834	847	10

Representations

The Council received one representation concerning the community of Brynford. This was from the Community Council. The representation is published on the Council's website.

Community ward boundary proposals

The Council proposes no changes to the community ward boundary.

Community Council electoral arrangements

The Council proposes no change to the Community Council's electoral arrangements.

Proposed Name

The Council proposes to retain the English community name of Brynford and the Welsh community name of Brynffordd.

Broughton and Bretton Community Council
Planning Committee – 17th February 2026

Planning applications:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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1.	FUL/000089/26 Ward: Broughton North East	Installation of air conditioning unit	Centre Managers Office, BROUGHTON SHOPPING PARK, Chester Road, Broughton, Chester, CH4 0DE	05.02.2025 Stef Connah
2.	FUL/001069/25	The installation of replacement mechanical plant and associated fence enclosures. A further notification period has been opened as new or amended documents have been received	Aldi Store, Broughton Shopping Park, Chester Road, Broughton, Chester, CH4 0DP	07.01.2026 Stef Connah
3.				
4.				
5.				
6.				

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Feb-26

Ref:	Voucher No:	Payee:	Amount	Amount Net	VAT
BACS	BB/25/88	Vision ICT - Website Hosting & Support	£468.72	£390.60	£78.12
CRD 0734	BB/25/89	Event Brite - Planning & Flood Risk Training - Clerk	£20.00	£20.00	£0.00
BACS	BB/25/90	Clwyd Pension Fund - Feb Salaries	£537.29	£537.29	£0.00
BACS	BB/25/91	HMRC - Feb Salaries	£403.29	£403.29	£0.00
BACS	BB/25/92	Litter Collector - Feb Salary	£1,516.31	£1,516.31	£0.00
BACS	BB/25/93	HCC - SLA - February	£8,277.08	£8,277.08	£0.00
BACS	BB/25/94	Cllr G. Williams - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/95	Cllr S. Mason - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/96	Cllr S. Jennings - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/97	Cllr E. Gregory - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/98	Cllr B. Gregory - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/99	Cllr P. Brett-Roberts - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/100	Cllr J. Brett-Roberts - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/101	Cllr C. Gee - MMA 2026	£208.00	£208.00	£0.00
TOTAL			£12,886.69	£12,808.57	£78.12

Chairman:

Chair of Finance:

Clerk & Financial
Officer:

Broughton & Bretton Community Council

Bank - Cash and Investment Reconciliation as at 3 February 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

03/02/2026	16622.28	52,072.82	
03/02/2026	Lloyds 30 Day a/c	134,067.77	
			186,140.59

Receipts not on Bank Statement

0.00

Closing Balance

186,140.59

All Cash & Bank Accounts

1	Lloyds Current a/c	52,072.82	
2	Lloyds 30 Day a/c	134,067.77	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		186,140.59