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For all enquiries relating to this agenda please contact Andrew Highway
(Tel: 01443 866213 Email: highway@caerphilly.gov.uk)

Date: 15th November 2016

Dear Sir/Madam,

A meeting of the **Ystrad Mynach Town Centre Management Group** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 22nd November, 2016** at **2.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

AGENDA

	Pages
1 To appoint a Chair and Vice-Chair for the ensuing year.	
2 To receive apologies for absence.	
3 Declarations of Interest.	
<p>Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 200, the Council's Constitution, and the Code of Conduct for both Councillors and Officers.</p>	
4 Minutes of previous meeting 8th March 2016.	

1 - 4

A greener place Man gwyrddach



To receive and note the following updates: -

5	'Choose the High Street' Stories.	5 - 12
6	'Choose the High Street' Christmas Voucher Booklet.	13 - 16
7	Go2 My Town Virtual Tour of the Website.	
8	Tourism Event Programme - Financial Contributions.	
9	Audit.	17 - 22

Circulation:

Councillors Mrs E.M. Aldworth, A. Angel (Chair), D. Bolter, D.T. Davies, K. James, M.P. James and J.A. Pritchard

Town Councillors

Other Organisations



YSTRAD MYNACH TOWN CENTRE MANAGEMENT GROUP

**MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, PENALLTA HOUSE
ON MONDAY 8TH MARCH 2016 AT 3:15 P.M.**

PRESENT:

Councillors:

Councillors: A. Angel, K. James, M. James, J. A. Pritchard

Together with:

Inspector Muirhead (Gwent Police), C. Mortimer (Clerk)

Also:

A. Highway (Town Centre Manager), S. Wilcox (Assistant Town Centre Manager),
A. Dallimore (Team Leader – Urban Renewal & Conservation), P. Hudson (Marketing &
Events Manager), A. Jones (clerk)

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor D. T. Davies, Mr W Jeff (Tredomen Allotments Association), Dr M Jorro (Rhymney Valley Music Group).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING 3RD NOVEMBER 2015

The previous minutes were taken as read.

4. BUSINESS REPORT YSTRAD MYNACH TOWN CENTRE

Mr Highway presented the report to the group.

Councillor M. James requested a copy of the Town Centre Gazette as he has not received any copies previously. Mr Wilcox will send the member back copies of the Town Centre Gazettes and also check that Cllr M James is on the distribution email list.

The group discussed the data collected by the footfall cameras and commented that data is only recorded at one specific location which was not ideal. Mr Highway advised that the figures for Ystrad Mynach are collected outside Premier Stores and that they have shown an increase.

The Chairman asked if Planning officers can control which businesses set up in the town. Mr Dallimore confirmed checks are carried out but planning has no authority on what businesses open up.

The Chairman asked if the group could promote the Centre for Sporting Excellence possibly with lamp post banners and also promote the town in the Centre.

Mr Highway advised that the Centre would need to pay for the banners but that Mr Wilcox would be happy to meet with the Centre Manager to discuss further. Mr Dallimore advised that such promotion was considered previously and did include information boards and banners, however there is no specific budget to fund this.

5. GO2 MY TOWN WEBSITE REPORT

Mr Wilcox presented the report to the Group and advised that once the website is fully operational a demo will be brought to the group.

6. 'CHOOSE THE HIGH STREET' CHRISTMAS VOUCHER BOOKLET 2015 – ANALYSIS REPORT

Mr Highway presented the report to the group.

Councillor M James stated that he has been approached by individuals who would like to come to the group meetings and asked how they could be included. Mr Highway advised that these groups should write to him and clarified that any group seeking membership would need to be a constituted group and provide a copy of their constitution to him. Councillor James will go back to those members interested in joining the group.

Mr Highway wished to thank Paul Hudson and the events team on their work distributing the Christmas Voucher booklet at the Christmas events and also the Graphic's Team for their design work.

7. UPDATE ON PARKING

Mr Highway read out the following statement from Clive Campbell in traffic management.

'There has been no change in the Council's position on CPR for some years so there is nothing new to report. The issue may be discussed at the next Regeneration & Environment Scrutiny Committee on the 29th March (as part of the car parking review) but it remains to be seen what will be discussed and where this might go.

Inspector Muirhead confirmed that CPR is a matter for the Council to consider.

Councillor M James questioned why the police cannot work with the Authority to issue fines and utilise the Community Safety Wardens.

Inspector Muirhead confirmed that the revenue generated by parking tickets does not go to the police.

Councillor K James confirmed that the Council is looking into CPR but it is only a proposal at the moment.

Councillor K James advised that two reports have gone to Scrutiny. One on civil parking and the one on Community Safety Wardens. A new report will be drafted and is due to go to the next Scrutiny meeting.

The group were advised to look at the report.

8. YSTRAD MYNACH TOWN CENTRE AUDIT REPORT

Mr Highway presented the report to the group. The following items were discussed.

Illegal Parking, Mr Highway wished to thank Inspector Muirhead for deploying officers to the town to consider specific parking complaints.

The group discussed the Christmas market and its success. Councillor M James advised that last year stall holders were running low on stock due to the demand and hoped they would be more prepared for this year's event.

Some retailers have expressed an interest in participating in the market.

Mr Hudson agreed that the event was very successful and it has been good to hear positive feedback from retailers.

Councillor M James informed the group that retailers have expressed an interest in having a summer event and Mr Hudson offered to provide support where possible.

Illegal parking of non-blue badge holders outside Ladbrokes was discussed and Inspector Muirhead asked that any problems be reported back to him.

Councillor M James requested that an item be added to the next TCMG agenda for a report on the events budget for town centres be presented to the next meeting.

Mr Highway confirmed that this would be requested from the manager for the next meeting.

The meeting closed at 16:14.

CHAIR

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YSTRAD MYNACH TOWN CENTRE MANAGEMENT GROUP – 22ND NOVEMBER 2016

SUBJECT: 'CHOOSE THE HIGH STREET' STORIES

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To inform the Town Centre Management Group of a new phase of the successful 'Choose the High Street' initiative through the development of publicity of the stories behind many of our town centre retailers, in order to support the County Borough's five managed town centres.

2. SUMMARY

- 2.1 During the summer, the Councils Town Centre Management team launched a new element to the 'Choose the High Street' brand was launched called 'Stories'. The initiative was designed to highlight the diversity of businesses across the five managed town centres. It also sought to raise awareness about the importance of consumer choice and encouraged people to make a conscious decision to support local businesses. The scheme consisted of articles featuring stories about local businesses, which were uploaded onto the GO2 website and also posted on the Council's own Facebook page. The 'Stories' initiative has drawn positive responses from the retailers who participated in it and also from those who viewed the articles both online and at the library exhibitions.

3. LINKS TO STRATEGY

- 3.1 "People, Businesses and Places". The proposals within the strategy are based on a number of regeneration principles, one of which is "Strengthening Town Centres".
- 3.2 "Prosperous Caerphilly" is identified as one of the key outcomes in the Council's "Single Integrated Plan". The Implementation of the *Unique Places* model of Town Centre Management in the County Borough's principal town centres is one of the actions identified to achieve this outcome.
- 3.3 "Future Generations Act (Wales) 2015" sets out seven Well-being Goals which aim to make a positive impact upon the social, economic, environmental or cultural well being of the area or community concerned. This report aligns with the following Well-being Goals:
- A prosperous Wales - the retail sector is a significant employer within the County Borough and a substantial number of those retail businesses and jobs are located in the town centres.
 - A Wales of cohesive communities - the scheme highlights the importance of town centres to the local communities.
 - A Wales of vibrant culture and thriving Welsh language - the Stories exhibitions were produced in a bilingual format.

4. THE REPORT

- 4.1 To reflect some of the history of the County Borough's five managed town centres, the Town Centre Management team created a new initiative called 'Stories' under the 'Choose the High Street' brand. The project follows on from last year's successful 'Past & Present' initiative by telling the stories of the people behind the shop fascia.
- 4.1.1 The overall aims of the scheme are to:
- a. Help to maintain town centre footfall over the summer period;
 - b. Encourage people to make a conscious decision to support local businesses;
 - c. Generate renewed interest in town centres as a location for new business ideas;
 - d. Raise the profile of the town centre businesses;
 - e. Increase footfall in town centre libraries.
- 4.2 The businesses that make up the County Borough's town centres each have their own story. Some have been run over generations by a single family, whilst others are new businesses started by someone excited about beginning their own story with a fresh idea. What all of these stories confirm is that the high street is still a place for new business ideas and remains at the heart of the communities they serve.
- 4.3 The aim of the 'Stories' are to make local retailers feel valued and encourage people to make a conscious choice to support local businesses as part of their weekly shopping. Importantly, the Town Centre Management team aim to use this initiative to further promote town centres as windows of opportunity for new businesses.
- 4.4 The 'Stories' initiative was launched on 27th May 2016 at Glanmor's Bakery in Caerphilly town centre by the Cabinet Member Cllr. James along with the bakery's owners. To date a total of 56 stories have been uploaded onto the Go2Mytown. In addition, the articles were also posted on the Council's corporate *Facebook* page.
- 4.5 Those businesses featured on the Go2Mytown website were asked to complete a short questionnaire in order to provide feedback and gauge reaction to the scheme. The results are set out in Appendix 1 and 2.
- 4.6 Over the summer a series of exhibitions were held of the 'Stories' in local libraries:
- Bargoed 25th July for two weeks;
 - Blackwood 8th August for two weeks;
 - Caerphilly 22nd August for two weeks;
 - Risca 5th September for two weeks;
 - Ystrad Mynach – due to refurbishment a date in October will be arranged.
- 4.7 As part of the exhibitions visitors were asked to pledge to support local business on weekly shopping trips whenever possible.

5. CONCLUSION

- 5.1 The project's success to date and the positive feedback from both retailers and the public alike, exceeded expectations. The comments from retailers who shared their 'Stories' show how highly they valued the initiative and the focus that it brought to their individual businesses and the contribution they make to the life, diversity and vibrancy of the town centres.
- 5.2 The 'Stories' published on the Go2MyTown site have had over 8,000 unique page views, with visitors to these articles also viewing other town centre related content on the site. The Go2MyTown Facebook page recorded over 27,700 views of 'Stories' posts. Some of the 'Stories' were also posted on the Council's own Facebook page, these posts obtained an average reach of 7,500 followers, with the most popular reaching an audience of 23,700 (Howard's Butchers Easter Campaign).

The posts received extremely positive feedback from followers, the highest level of engagement (likes, shares and comments) was 285 individual interactions (Rossi Café, Bargoed).

- 5.3 The scheme and its online publicity generated a number of enquiries directly to Town Centre Management from potential new businesses.
- 5.4 It is difficult to quantify footfall increases in the libraries, however Librarians reported many people who visited the libraries took time to look at the exhibitions and enjoyed reading the Stories.
- 5.5 Due to the popularity of the initiative and the number of retailers who still want to have their stories featured, Town Centre Management intend to extend the initiative and continue to post them on the Go2Mytown web site.

6. EQUALITIES IMPLICATIONS

- 6.1 This report is for information purposes, so the council's Eqla process does not need to be applied.

7. FINANCIAL IMPLICATIONS

- 7.1 None.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no direct personnel implications.

9. CONSULTATIONS

- 9.1 There are no consultation responses that have not been reflected in this report.

10. RECOMMENDATIONS

- 10.1 For members to note the contents of the report.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 This report is for information only.

12. STATUTORY POWER

- 12.1 Local Government Act 2000.

Author: Andrew Highway, Town Centre Development Manager
Consultees: David Whetter, Interim Head of Regeneration
Cllr. K. James, Cabinet Member for Regeneration, Planning and Sustainable Development
Allan Dallimore, Team Leader Urban Renewal
Hayley Lancaster, Senior Communications Officer
Geraint King, Digital Media Officer
Steve Wilcox, Assistant Town Centre Manager

Appendices:
Appendix 1 Questionnaire Responses
Appendix 2 Questionnaire Comments

Appendix 1

Questionnaire Responses

Number Issued 36

Number Returned 23

Question	Yes	No	Don't know
Did the 'Stories' article raise the profile of your business?	22	1	0
Did the 'Stories' article make you feel more valued as a business?	22	1	0
Do you think the initiative encourages people to use local shops?	21	2	0
Does your business story encourage people to start a business?	17	2	4
Did the 'Stories' initiative help promote your town centre?	21	0	2

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Questionnaire Comments

"I believe this scheme nurtures the sense of community as it shows the human and personal side to every business. Thank you for including us." - **St Gwladys Chruch Hall** (Bargoed)

"We would like to thank Andrew Highway and Caerphilly Borough Council for all their support" – **Rusty's Guitar Shop** (Blackwood)

"Really happy with the article published – lots of positive feedback" – **Blackwood Appliance** (Blackwood)

"Excellent coverage and hopefully will encourage more business to the area!" – **Urpada** (Caerphilly)

"A brilliant initiative by Town Centre Management, who are always supportive and informative of local business "Thank You" from the Boots Team" – **Boots** (Caerphilly)

"The story of our business was highly appreciated by both my brother and I thank you" **S Jones Florist** (Caerphilly)

"Thank you - I feel it will make a difference to people knowing that I have a shop here in Caerphilly so that we can provide that advice and guidance for those that want it" **50+Life Planning** (Caerphilly)

"It was actually a fun few days on social media with the number of views and comments and shares, I enjoyed being part of it and although the financial benefit was minimal it certainly raised my business profile temporarily and allowed some lovely interaction with the public so thank you very much for including me." **Fix it Up** (Blackwood)

"Loved this! Would recommend and defiantly use again" **Pre-Loved Furniture** (Blackwood)

"I think it's a positive going forward, I think we need to do as much as possible on the internet" **Miss Label** (Blackwood)

"The story was very well written. The article was professional in appearance. Overall we were very please." **Dunbar Costumes** (Caerphilly)

"Great to have the Council take an interest in promoting small business and organisations. Very grateful." **Love Caerphilly** (Caerphilly)

"Very helpful and innovative, good to receive support from Caerphilly Council. Thank you." **The Caerphilly Florist** (Caerphilly)

"We greatly appreciated the previous mentions on Caerphilly's website and we think it's a good way of reaching more people who might be interested in visiting. The features also help build a positive image of small towns in the area and show that - despite the difficult economic situation - some businesses can last and even thrive. It's also interesting being able to find out more about the history of some of the older shops!" **The Kickplate Project** (Bargoed)

“Any advertising is good, but an increased footfall is what is needed for small businesses to succeed” **The Shoe Clinic** (Bargoed)

“It was a lovely article that brought back many memories to some of our ‘old’ customers. Thank you” **Rossi Café** (Bargoed)

“We are happy overall with this business story. However, we are still looking for improvements with regard to delivery parking facilities in the town” **Chisholm’s** (Bargoed)

“Good webpage, shared all Facebook pages and Twitter. All businesses required to be on this” **The Market Place Shopping Centre** (Blackwood)

“Great article, nice to feature local independents businesses instead of high street multiples, feel it really helps people associate with our business ‘family’ rather than just the name” **Bateman Opticians** (Blackwood)

“Certainly helped put our business on the map” **Y Galleri** (Caerphilly)



YSTRAD MYNACH TOWN CENTRE MANAGEMENT GROUP – 22ND NOVEMBER 2016

SUBJECT: 'CHOOSE THE HIGH STREET' CHRISTMAS VOUCHER BOOKLET

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To inform the Town Centre Management Group of the 'Choose the High Street' 2016 Christmas campaign and will be run in the five principal town centres.

2. SUMMARY

- 2.1 The 'Choose the High Street' initiative will include a 2016 Christmas campaign directed towards encouraging spend in local town centres over the festive period. Retailers across the five managed town centres will have the opportunity to be included in a printed voucher booklet. The campaign is designed to support local businesses by offering them the opportunity to participate under the 'Choose the High Street' banner.

3. LINKS TO STRATEGY

- 3.1 "People, Businesses and Places". The proposals within the strategy are based on a number of regeneration principles, one of which is "Strengthening Town Centres".
- 3.2 "Prosperous Caerphilly" is identified as one of the key outcomes in the Council's "Single Integrated Plan". The Implementation of the *Unique Places* model of Town Centre Management in the County Borough's principal town centres is one of the actions identified to achieve this outcome.
- 3.3 "Future Generations Act (Wales) 2015" sets out seven Well-being Goals which aim to make a positive impact upon the social, economic, environmental or cultural well being of the area or community concerned. This report aligns with the following Well-being Goals:
- A prosperous Wales - the retail sector is a significant employer within the County Borough and a substantial number of those retail businesses and jobs are located in the town centres.
 - A Wales of cohesive communities - the campaign encourages people to visit local town centres connecting them with their wider community.
 - A Wales of vibrant culture and thriving Welsh language - the Voucher Booklet will be produced in a bilingual format.

4. THE REPORT

4.1 Since 2012, the Council has run a discount scheme to assist local retailers generate sales in the lead up to Christmas. The Christmas Voucher Booklet has proved very popular with the public and retailers and will again be produced in 2016. The aims of the scheme are to provide local businesses with an opportunity to capture consumer spend during the Christmas period and also to market the diverse retail offer contained in the town centres. Retailers in the five managed town centres will have the opportunity to be included in the booklet with the level of discount being set by each retailer. However, the onus remains on the retailer to participate and ensure that their offer is strong enough to incentivise customers. The scheme is free for all retailers and, as in previous years, any retailer in the County Borough who expresses a wish to participate will also be included.

4.2 To support the campaign a number of different marketing platforms will be utilised these include:

- Newspaper adverts;
- Social media;
- Article in the Council's *Newsline*;
- Dedicated webpage on the CCBC corporate website;
- Go2MyTown web site.

4.3 The voucher booklets will be given out in a number of locations in each of the five town centres including:

- Caerphilly: Library / Customer First Centre / Visitor Centre / Whetherspoons - The Malcolm Uphill;
- Blackwood: Library / Customer First Centre / Blackwood Miners Institute / Tidal Stores / Maxime Cinema;
- Bargoed: Library / Customer First Centre;
- Risca: Library / Customer First Centre;
- Ystrad Mynach: Library.

4.4 In 2015, the voucher distribution network was extended to include local supermarkets using dispensers located in their foyers. This proved very successful and will be repeated again for this year's campaign. The supermarkets that have agreed to assist are:

- Morrisons Bargoed;
- Morrisons Caerphilly;
- ASDA Caerphilly;
- ASDA Blackwood.

4.5 In addition, every school in the County Borough will be offered a supply of voucher booklets.

5. EQUALITIES IMPLICATIONS

5.1 This report is for information purposes, so the council's Eqla process does not need to be applied.

6. FINANCIAL IMPLICATIONS

6.1 The campaign is funded through the Town Centre Management core budget.

7. PERSONNEL IMPLICATIONS

7.1 There are no direct personnel implications.

8. CONSULTATIONS

8.1 There are no consultation responses that have not been reflected in this report.

9. RECOMMENDATIONS

9.1 That Members note the contents of the report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 This report is for information only.

11. STATUTORY POWER

11.1 Local Government Act 2000.

Author: Andrew Highway, Town Centre Development Manager
Consultees: David Whetter, Interim Head of Regeneration & Planning
Cllr. K. James, Cabinet Member for Regeneration, Planning and Sustainable
Development
Allan Dallimore, Team Leader Urban Renewal
Paul Hudson, Marketing & Events Manager
Hayley Lancaster, Senior Communications Officer
Steve Wilcox, Assistant Town Centre Manager

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YSTRAD MYNACH TOWN CENTRE AUDIT – AUGUST 2016

DATE	ISSUE	DEPARTMENT	PROGRESS UPDATE
01/07/13	<p><u>Repainting of Post Box</u> <u>Pengam Road/Bedwlwyn Road</u> Paintwork on the post box in the town centre is flaking and worn.</p>	<p>Town Centre Management <i>Andrew Highway</i></p>	<p>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</p> <p>8/3 An update was provided to the TCMG. 11/4 The work remains on the spring/summer work schedule. 14/6 The work has been completed. Issue Closed 14/6</p>
01/07/13	<p><u>Repaint Post Box</u> <u>O/S Post Office, Penallta Road</u> The post box outside the Post Office is worn, requiring fresh paintwork.</p>	<p>Town Centre Management <i>Andrew Highway</i></p>	<p>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</p> <p>8/3 An update was provided to the TCMG. 11/4 The work remains on the spring/summer work schedule. 14/6 The post box is to be refurbished due to its poor condition.</p>
25/06/15	<p><u>Repainting of Roundabout Markings</u> <u>Town Centre</u> Following reports of some “near misses” on the mini-roundabouts in the town centre, an assessment of whether the mini-roundabouts and associated markings required repainting was carried out.</p>	<p>Highways <i>Gavin Barry</i></p>	<p>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THE ISSUE</p> <p>11/4 The works are on the programme for the 2016/17 financial year. 14/6 The work is on the summer lining programme, which will be carried out during July and August.</p>

05/08/15	<p><u>Loose Paving Blocks</u> <u>Siloh Square</u> Some of the paving blocks on Siloh Square have worked loose and require resetting to secure them in place.</p>	<p>Urban Renewal <i>Allan Dallimore</i></p>	<p>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THE ISSUE</p> <p>8/3 An update was provided to the TCMG. 11/4 Contractors are currently on site carrying out works on the square. 14/6 The work has been completed. Issue Closed 14/6</p>
08/02/16	<p><u>Parking on Pavements</u> <u>Town Centre</u> At the TCIG, Cllr. Angel noted that a lot of people are parking on the pavements in the town centre, which is causing obstructions. The problem is particularly bad near Natwest, New Ystrad Fish Bar and Educ8.</p>	<p>Police <i>Ins Muirhead</i></p>	<p>11/4 Enforcement continues in the town centre. 14/6 Officers continue to patrol, educate and enforce.</p>
12/02/16	<p><u>Condition of Zebra Crossing</u> <u>O/S Gaffacino's, Penallta Road</u> The zebra crossing is in need of some remedial work. The markings of the crossing have faded and the speed hump on which the crossing sits has several defects in the block paving.</p>	<p>Highways <i>Gavin Barry</i></p>	<p>11/4 The crossing will be addressed during the lining programme over the spring/summer. 14/6 Remains on the summer lining programme.</p>
22/02/16	<p><u>Repainting of Street Furniture</u> <u>Town Centre</u> Over the summer period, street furniture throughout the town centre will be repainted to improve its appearance.</p>	<p>Highways <i>Gavin Barry</i></p>	<p>11/4 Works are programmed for Spring / Summer although most items of furniture have been treated within the last 2yrs. 14/6 The repainting has been finished. Issue Closed 14/6</p>

08/03/16	<p><u>Links with Centre for Sporting Excellence</u> <u>Town Centre</u> At the TCMG, members requested that a dialogue be opened with the management of the Centre for Sporting Excellence about publicising the facilities available in the town centre to users of the facility.</p>	<p>Town Centre Management <i>Andrew Highway</i></p>	<p>11/4 A meeting is scheduled for 5/5. 14/6 A meeting took place and options for reinforcing links with the town centre continue to be explored.</p>
31/03/16	<p><u>Repainting of Double Yellow Lines</u> <u>Town Centre</u> The double yellow lines in many parts of the town centre are worn and require repainting. This will assist in enforcement of illegal parking.</p>	<p>Highways Gavin Barry</p>	<p>11/4 A lining programme for the town centre is scheduled over the spring/summer period. 14/6 The repainting remains on the programme that will be completed during July and August.</p>
31/03/16	<p><u>Resetting of Bin</u> <u>Behind Bus Stop, Siloh Square</u> A bin on Siloh Square – behind the bus stop – has been dislodged from its foundations and requires resetting.</p>	<p>Highways Gavin Barry</p>	<p>11/4 A works ticket has been issued. 14/6 The bin has been reinstalled. Issue Closed 14/6</p>
31/03/16	<p><u>Repainting of Bus Stop Markings</u> <u>Bedwlwyn Road</u> The bus stop markings on Bedwlwyn Road are worn and require repainting.</p>	<p>Highways Gavin Barry</p>	<p>11/4 A lining programme for the town centre is scheduled over the spring/summer period. 14/6 The work remains on the summer lining programme.</p>
31/03/16	<p><u>Repainting of Benches</u> <u>Siloh Square</u> The paint on the benches on Siloh Square has faded through use. Repainting is required to improve their appearance.</p>	<p>Highways Gavin Barry</p>	<p>11/4 Works are programmed for Spring / Summer although most items of furniture have been treated within the last 2yrs. 14/6 The repainting has been added to a forward work programme.</p>

31/03/16	<p><u>Tidying of Planters</u> <u>Siloh Square</u> The planters on Siloh Square need weeding and general tidying in readiness for the spring and summer periods.</p>	<p>Parks <i>Mike Headington</i></p>	<p>11/4 This will be carried out as part of the general summer planting and maintenance regime. 14/6 Maintenance will continue over the summer period.</p>
31/03/16	<p><u>Raised/Sunken Paviours</u> <u>Town Centre</u> A few paviours throughout the town centre have sunken or become damaged and require inspection. The paviours are located:</p> <ul style="list-style-type: none"> • Outside No. 10 Oakfield Street, near the Surgery; • Outside Emlyn Lloyd on Bedwlwyn Road; • Outside No. 68 Commercial Street. 	<p>Highways Gavin Barry</p>	<p>11/4 These issues will be checked and rectified if necessary during Highways Inspectors' monthly visits to the town centre. 14/6 Any defects have been marked for repair and work tickets issued.</p>
31/03/16	<p><u>Condition of Steps</u> <u>Pengam Road</u> The steps leading from Pengam Road to Oakfield Street car park require some remedial works. The pointing has failed in several locations and some of the paving slabs are slightly loose.</p>	<p>Transportation Clive Campbell</p>	<p>11/4 Officers in Highways have passed this to Transportation due to the ownership of the steps. 14/6 Arrangements are being made for the necessary repairs to be carried out as soon as possible.</p>
27/04/16	<p><u>Banner Changeover</u> <u>Town Centre</u> The lamp column banners throughout the town centre will be changed in readiness for the summer period.</p>	<p>Town Centre Management <i>Andrew Highway</i></p>	<p>14/6 The changeover was carried out. Issue Closed 14/6</p>

05/05/16	<p><u>Removal of Materials</u> <u>Siloh Square</u> Cllr. Martyn James had received complaints from Siloh Chapel. Some materials had been left on site following the remedial works on Siloh Square, which were being thrown across the square and towards the Chapel.</p>	<p>Urban Renewal <i>Allan Dallimore</i></p> <p>Town Centre Management <i>Andrew Highway</i></p>	<p>14/6 The contractor has removed materials from site. Issue Closed 14/6</p>
14/06/16	<p><u>Obstructive Parking</u> <u>Central Street</u> At the TCMG, Cllr. Martyn James noted the issues of residents on Central Street. Motorists dropping their children off at the nearby schools are illegally parking in the street, which is causing problems for residents.</p>	<p>Police <i>Ins Muirhead</i></p>	
08/07/16	<p><u>Resetting of Bin</u> <u>Behind Bus Stop, Siloh Square</u> A bin on Siloh Square – behind the bus stop – has been dislodged from its foundations and requires resetting.</p>	<p>Highways Gavin Barry</p>	
08/07/16	<p><u>Overgrown Foliage</u> <u>Pengam Road</u> The trees alongside Pengam Road, above Oakfield Street car park, are overgrown and causing an obstruction for pedestrians using the footway.</p>	<p>Highways Gavin Barry</p>	

29/07/16	<p><u>Deep Clean</u> <u>Siloh Square</u> A complaint has been received from Geilligaer Community Council in relation to litter and cigarette ends on Siloh Square. The litter is accumulating under the benches and in the flower beds in particular.</p>	<p>Parks <i>Mike Headington</i></p> <p>Cleansing <i>Tony White</i></p>	
29/07/16	<p><u>Repointing of Paviours</u> <u>Siloh Square</u> The Clerk of Gelligaer Community Council has made officers aware of dislodged paviours on Siloh Square that require resetting and repointing.</p>	<p>Urban Renewal <i>Urban Renewal</i></p>	