



## **YSTRAD MYNACH TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, PENALLTA HOUSE ON TUESDAY 22ND NOVEMBER 2016 AT 2:00 P.M.**

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PRESENT:

Councillors:

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

Together with:

Dr Jorro, C. Mortimer (Clerk)

Also:

A. Highway (Town Centre Development Manager), S. Wilcox (Assistant Town Centre Manager), G. Cooper (Urban Renewal Project Officer) & A. Jones (Clerk)

#### **1. TO APPOINT A CHAIR AND VICE CHAIR FOR THE ENSUING YEAR**

Mr Highway opened the meeting and requested nominations for the Chair. Councillor J A Pritchard nominated Councillor Angel. Councillor Angel accepted the post and invited nominations for Vice-Chair.

Councillor J A Pritchard nominated Councillor M James and Councillor Angel said that he had spoken with Councillor M James who confirmed that he would accept the role. Councillor Angel accepted the role in Councillor M James' his absence.

#### **2. TO RECEIVE APOLOGIES FOR ABSENCE**

Councillors: M. James, A. Dallimore (Team Leader – Urban Renewal & Conservation), Inspector Muirhead (Gwent Police), P. Hudson (Marketing & Events Manager)

#### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **4. MINUTES OF PREVIOUS MEETING 8TH MARCH 2016**

The minutes were taken as read

#### **5. 'CHOOSE THE HIGH STREET' STORIES**

Mr Highway presented his report to the group.

The Chair thanked Mr Highway and his team for their hard work

The Chair stated that it is very important to use all available means to promote the town and that this is an excellent idea which shows how dynamic our High Street is.

## **6. 'CHOOSE THE HIGH STREET' CHRISTMAS VOUCHER BOOKLET**

Mr Highway presented his report and showed the design of the booklet.

The group were advised that the booklets would be in production in the next few weeks.

Mr Highway informed the group that retailers are becoming more aware of the scheme as each year passes and already 30 retailers have submitted offers.

Councillor J A Pritchard was disappointed in the number of establishments that have not taken part and Mr Highway agreed but advised the group that all the Town Centre Management team can do is provide platform to promote businesses and market the towns retail offer..

The group were advised that the offers received to date appear to be more competitive than in previous years.

The Chair thanked Mr Highway for the report and the hard work.

## **7. GO2 MY TOWN VIRTUAL TOUR OF THE WEBSITE.**

Mr Highway took members on a virtual tour of the Go2 My Town Website and highlighted how the site works and the information available to businesses interested in setting up in the town centre.

Mr Highway showed the group how to find the stories for each of the towns on the site.

Mr Highway shared with the group some of the comments of appreciation from retailers featured in the 'Stories' initiative and explained that they really appreciated the support from the Council

The Chair thanked Mr Highway

## **8. TOWN CENTRE EVENTS BUDGET**

Mr Highway passed on apologies from Mr Hudson and presented the report on his behalf.

The report was noted.

Mr Highway stated that Mr Hudson had asked to place on record his appreciation for the hard work of the Community Council to support events in the town.

The Chair also thanked Lewis Girls School, Ms Mortimer (Community Council Clerk) & Mrs Francis (Events Team) for all of their hard work

## 12. AUDIT

Mr Highway presented the Audit and the following items were raised.

Ms Mortimer asked if the loose paving blocks could be cemented down. Mr Cooper advised that Mr Dallimore had requested that the Highways Inspector visit the site to ensure there were no trip hazards.

The group were advised that there is a limited budget which has been fully committed so this will be looked at in the next financial year but officers will continue to monitor the site. However, Mr Cooper reiterated that it was unlikely that additional funding would be available during this financial year.

Ms Mortimer raised concerns over general cleanliness of the Square. The group were advised that the Cleansing team do visit, but the frequency can be looked at.

The group discussed the feeder pillar being installed on the Square by Town Centre Management. Members of the group were advised that Mr Hudson's team would be happy to provide advice on how to use the pillar. Mr Wilcox advised that a Risk Assessment will be required for any bookings on the site and he was able to give examples and help, if required.

Ms Mortimer raised an issue with chewing gum on pavements outside Premier Store. Mr Highway confirmed that he would flag this up with Cleansing colleagues and add to the audit.

Councillor J A Pritchard requested the possibility of installing bollards outside Nat West Bank to prevent people parking on the pavement. Mr Highway advised that a maintenance budget would be needed. Mr Cooper will take this request back to the Urban Renewal Team Leader Mr Dallimore.

Mr Highway advised that parking enforcement rests with the police and the Sector Inspector has requested previously that if there are any specific problems/details be emailed to him so that he will arrange for officers to deal with the issues.

Dr Jorro advised that non blue badge holders are using the disabled bays which, is causing problems. Mr Highway confirmed he will inform Inspector Muirhead

Mr Wilcox informed the group that Councillor M James had previously requested the installation of a directional monolith outside the Centre for Sporting Excellence. He was still in discussions with the Highways department but hoped that it would be installed by the end of the financial year. Mr Wilcox passed around examples of what it would look like and advised that the aim is to promote links between The Centre and the town.

There were no further issues raised.

The meeting closed 17:15

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CHAIR