



## **TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE CAERPHILLY TOWN CENTRE MANAGEMENT GROUP MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY 27TH NOVEMBER 2018 AT 3:00PM**

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PRESENT:

Councillors:

P. Bevan, S. Cook, C. Elsbury, J. Fussell, S. Morgan

Together with:

Town Councillors: L Williams, J. Hibbert, Mrs M Jones (Castle Court Centre Manager), Mr Tidridge  
(Heol Trecastell Residents Association)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader – Urban Renewal), C Campbell (Transportation Engineering Manager), D Smith (Principal Engineer), S Wolf-Williams (Health Challenge Wales Co-ordinator), T Evans (Policy Officer), M Godfrey (Team Leader – Environmental Health), P Hudson (Marketing & Events Manager), A. Jones (Clerk)

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

Mr Highway opened the meeting and asked for nominations for Chair. Councillor Bevan nominated Councillor Elsbury. Councillors voted and the vote was 4 in favour 0 against. Councillor Elsbury accepted the position of Chair.

Councillor Elsbury asked for nominations for Vice-Chair. Councillor Cook & Councillor Fussell were nominated, Councillors voted and the vote was 2 in favour of Councillor Fussell and 1 in favour of Councillor Cook. Councillor Fussell accepted the position.

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

Apologies for absence were received from Councillors D T Davies, C Forehead, B Jones, Mr K Robottom (Caerphilly Residents Association, Mr T Jones (Tommy Cooper Society, R Kyte (Head of Regeneration & Planning), P Hudson (Marketing & Events Manager), M Godfrey (Team Leader – Environmental Health)

#### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest made

## **5. MINUTES OF PREVIOUS MEETING 6TH MARCH 2018**

The minutes were taken as read.

## **6. UPDATE ON MATTERS RELATING TO TOWN**

Mr Highway introduced the report which provided an update on matters relating to Caerphilly town centre.

The first item to be presented was Civil Parking. A paper copy of a PowerPoint Presentation by the officer was provided to members as part of the minutes pack.

Mr Campbell & Mr Smith introduced themselves to the group and presented a detailed report on Civil Parking.

The group were advised that the Council will be taking over parking enforcement from Gwent Police on the 8<sup>th</sup> April 2019.

Councillors expressed concern about there being no enforcement for the months up until the Council takes up the role.

Mr Smith advised that these concerns have been raised with the Chief Constable & Police Commissioner and they will have further discussions to renegotiate possibly extending the deadline.

Councillor Bevan asked how often would the officers be in town enforcing.

Mr Campbell confirmed that enforcement will be primarily focused on the town centres, schools and then other areas. The group were informed that there will be 10 Civil Parking Enforcement Officers who will cover the whole of the Borough on a rota which has not been developed yet. Therefore, there is no guarantee that an officer will be in a particular area on a daily basis as the whole Borough needs to be covered.

Councillor Morgan reiterated what Mr Campbell had advised and assured the group that the officers will enforce parking in the town centres and across the County Borough.

Mr Tidridge raised concerns over parking in Heol Trecastell and asked if this area would also be enforced.

Mr Smith advised that it would depend on the ownership of an area as to whether or not it is enforceable. Mr Campbell advised that it would be up to the relevant service area to enforce if land is not on the highway.

The group discussed dangerous parking within the town centre and clarified what the Council will be able to enforce and what the Police will still need to enforce.

The Chair thanked Mr Campbell & Mr Smith for their report.

Mr Highway requested that item seven be discussed next which the group agreed. Councillor Morgan confirmed that Cadw study has not been formalised yet and there are a number of items that still need to be considered in detail by Cadw including upgraded signage, coach parking, greater integration between the castle and town centre, better connections with the local community, upgraded the catering offer, summer concerts, offering a premium wedding product and working on the potential to make greater use of the moat. .

Mr Hudson advised that further discussions are to take place with the Minister in Welsh Government. Infrastructure needs to be looked at with Cadw in respect of staging events such as the ice rink.

Mr Hudson confirmed that he welcomes the opportunity to renew the focus on the town and is looking at the event programme in conjunction with Cadw.

Mr Dallimore confirmed there are two meetings planned in December with Cadw to discuss the ARAD study.

Councillor Elsbury asked when the report would be available. Mr Dallimore confirmed that after the meeting further information would be brought back to the group.

The group discussed options of additional entrances and exits to and from the castle.

The group discussed the success of the Christmas lights switch on event on Friday and thanks were passed to Ms Jones the Castle Court Centre Manager, the craft fair organiser, retailers and Council officers.

The third item to be presented was Local Toilet Strategy. A paper copy of a PowerPoint Presentation by the officer was provided to members as part of the minutes pack.

Ms S Wolf-Williams introduced herself to the group and presented her report. The group were advised that the Council has a statutory duty under the Public Health (Wales) Act 2017 to prepare and publish a local toilet strategy.

The group discussed the report in detail and expressed their concerns over the proposed closure of the toilets in town centres under the medium term financial plan. The group were advised by Ms S Wolf-Williams that all Council owned buildings would be making their toilets accessible to the public and were told that a draft strategy report would be going out for consultation shortly (ending 8<sup>th</sup> of March 2019).

The group discussed how the Tourist Information Centre has taken on the toilets at The Twyn.

Ms Wolf-Williams urged members of the group to view the draft strategy report and to provide comments and feedback.

The Chair thanked Ms Wolf-Williams.

The fourth item to be presented was Electric Vehicle Charging. A paper copy of a PowerPoint Presentation by the officer was provided to members as part of the minutes pack.

Ms Evans introduced herself to the group and presented her report.

The group discussed the introduction of Electric Vehicle Charging points within the car parks in Caerphilly.

Ms Jones suggested that this would be an idea worth exploring in Morrison's car park

Mr Dallimore pointed out to that the PowerPoint contained a reference to funding and advised that the Council can submit a bid for regional funding from Welsh Government.

The Chair thanked Ms Evans for her update.

The fifth item to be presented was Air Quality. Mr Highway passed on apologies from Ms Godfrey and read out the update in the report and requested if there were any queries to contact Ms Godfrey direct.

The sixth item to be presented was Area Forum Budget. Mr Highway advised that the group had previously agreed that £3,500 could be used for the Working Men's Club and has not been used. The group were asked to agree that the monies be reallocated to fund the appointment of a Conservation Architect as part of a wider heritage Lottery Fund bid.

The motion was put to the group and the members voted there 6 in favour and 1 against.

It was agreed to reallocate the monies.

Mr Highway asked members to consider allocating the sum of £4,222 which remains in the Area Forum Budget as a contribution towards a new piece of artwork to commemorate Evan Williams, which will be commissioned by Caerphilly Town Council.

The Chair confirmed that the Town Council is working with officers and the proposed artwork is to be a representation of the National Anthem.

The motion was put to the group and the members voted there were 7 in favour and 0 against.

. The Chair requested that thanks be passed to Mr Llewellyn from the Urban Renewal team for his valuable work guiding the Town Council through the process of commissioning the artwork installation.

Councillor Fussell confirmed that the Town Council will be meeting in January and will be looking to consolidate the monies for the artwork.

The Seventh item to be presented was Strategic project. Mr Dallimore informed the group the 'Caerphilly Masterplan' identified the town as a hub for Welsh Government funding over the next three years.

Funding has already been approved in principal for new offices/businesses at Caerphilly Business Park. A sum of £3 million, which includes £1.8 million from Welsh Government, has been secured.

Caerphilly bus station/train station is being targeted for redevelopment and consultants have worked up some viability proposals which have been met with broad support within Welsh Government.

A developer is currently exploring options in respect of a Park Lane hotel project and is in early discussions with Visit Wales. The developer is currently looking into to take control of the site for an initial period of 12 mths to undertake the initial investigations and due diligence to inform their design principals.

Link Housing Association have targeted Pentrebanne Street for a regeneration project consisting of flats with some commercial premises on ground floor. The freeholders are at present in dialogue with Welsh Government.

The Targeted Regeneration Investment Programme (TRI) aims to bring properties back into a beneficial use. The Council is working regionally to deliver this programme which is led by Rhondda Cynon Taff.

The group were advised the Council is working closely with Cadw to ensure synergy with their plans.

The eighth item to be presented was High Street Heroes.

Mr Highway advised the group that Mr Wilcox has moved on to a new post with Business Support and would like to record thanks for his work in Town Centre Management.

Mr Highway advised that the Voucher Booklet will not be offered this year due to resource constraints and introduced his presentation on 'High Street Heroes' He explained how this will help to support retailers on the High Street.

Mr Highway advised the group that retailers are nominated by the public and was pleased to confirm that Holland & Barret and The Works have already been nominated which has been extremely well received by the national retailers.

Councillors congratulated both stores on receiving the nomination.

In respect of Business Rates, Mr Highway confirmed that he has met with the retailers in Blackwood town centre together with Councillor Morgan and the local AM's representative. Following this meeting Councillor Morgan has written to the Cabinet Secretary at Welsh Government expressing his concern over business rates on behalf of retailers

The group were also advised that the Leader of the Council has supported a reduction in business rates for small businesses and sent a letter to Welsh Government.

The Chair thanked Mr Highway.

## **7. CAERPHILLY TOWN CENTRE AUDIT**

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

Cleansing of steps. Councillor Elsbury advised that the area is flooded and not clearing. Mr Dallimore confirmed he will arrange for Gavin Barry to visit the area.

Street lighting column failure Cardiff Road. Mr Highway confirmed two new lighting columns were on order

Condition of vacant land opposite Vets for Pets. Mr Highway is liaising with colleagues in Planning Enforcement regarding the condition of the land.

There were no further issues raised.

The meeting closed at 16:32

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CHAIR