



## **CAERPHILLY TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT BUSINESS TECHNOLOGY CENTRE ON WEDNESDAY 7TH NOVEMBER 2012 AT 2:00PM**

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PRESENT:

Councillors:

Councillor E.Forehead (took the Chair following her appointment), P. Bevan, C. Elsbury, J. Fussell, K. James, B. Jones, S. Kent, M. Prew, J. Pritchard

Together with:

M. Newman (Town Councillor), J. Dilworth (Clerk Van Community Council), K. Williams (Clerk Caerphilly Town Centre), Mr K. Robottom (Caerphilly Residents Association), Mrs S. Cooper (Caerphilly Access Group)

Also:

A. Highway (Town Centre Development Manager), S. Wilcox (Assistant Town Centre Manager), G. Williams (Principal Solicitor Legal & Governance), A. Jones (Complaints Officer), A. Dallimore (Team Leader - Urban Renewal & Conservation), M. Godfrey (Environmental Health Officer), P. Hudson (Marketing & Events Manager), J. Ryan (Relief Area Officer Park Services), L. Jones (Operational Manager I.T)

#### **1. APOLOGIES**

N. Lyddon (Town Councillor, Van Community Council), R. Deacon (Town Councillor Van Community Council), J. Bennett (Group Manager Advisory Services), T. Broadhurst (Section Head Estates Performance and Policy).

#### **2. APPOINTMENT OF CHAIRMAN & VICE CHAIRMAN**

Mrs Williams took the Chair and opened the meeting. It was agreed that Councillor Elaine Forehead be appointed as Chairman of the Caerphilly Town Centre Management Group and formally took up position of Chair.

It was agreed that Councillor Christine Forehead be appointed as Vice Chairman of the Caerphilly Town Centre Management Group.

**3. MINUTES (16th February 2012)**

Previous minutes were taken as read.

**4. UPDATE ON AIR QUALITY**

Mrs Godfrey presented a verbal update regarding the assessment of air quality in the Nantgarw Road and Piccadilly area to establish whether or not there is a need to extend the existing air quality management area.

A Steering Group meeting will be called in the New Year and it is hoped that the Council will consult on Air Quality Action Plan by the end of January 2013. Mrs Godfrey confirmed she, will arrange for the use of the Park & Ride Access to be investigated and levels of air quality checked.

**5. UPDATE ON CAERPHILLY LIBRARY**

Mr Dallimore updated the Group on the current position in relation to the completion of the relevant documentation. It was hoped that the transaction would be completed by mid November. The Group will be updated at the next meeting.

**6. MEDIEVAL MARKET**

Mr Hudson confirmed that this is the 9th Annual Market. He reported on the success of the previous events and updated the Group on the proposals for this years, event. It is hoped that there will be 140 stalls this year, and as result of discussions with Cadw, more will be located in the streets.

Publicity for the event is under way with 100,000 flyers being distributed, posters and trade flyers sent to coach companies.

Questions were raised regarding the adequacy of the public toilet facilities, for this event and in the longer term.

Officers confirmed that this matter would receive further investigations. It was raised that a number of outlets are paid to act as community toilets throughout the Town for public use.

There was some concern over this from the Caerphilly Access Group, in terms of suitability and access. A list of retailers using the scheme was requested and Mr Highway will provide the relevant officers contact details.

Discount Cards

Mr Hudson confirmed that retailers are being, approached by Mr Highway with regards to offering discount cards and special offers to increase footfall within the Town.

Mr Highway is also planning to engage retailers in this promotion in Blackwood, Bargoed and Risca.

**7. BROADBAND AVAILABILITY**

Mr Jones presented the group with a presentation outlining the roll out of the access to Next Generation Access throughout the County Borough.

Blackwood, Caerphilly and Hengoed are live and it is envisaged that Bargoed will be live in 2013.

The date for the end of the roll out for the whole of the Borough is 2015

**8. CAERPHILLY TOWN CENTRE AUDIT (SEPTEMBER 2012)**

Consideration was given to the September Audit and taken as read.

**9. TERMS OF REFERENCE**

Terms of Reference were taken as read and noted.

The meeting closed at 3:15 pm

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CHAIRMAN