



## **CAERPHILLY TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON WEDNESDAY, 13TH MARCH 2013 AT 2:00 P.M.**

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PRESENT:

Councillors:

C. Elsbury, E. Forehead, J. Fussell, K. James, J. Pritchard

Together with:

M. Newman (Town Councillor), K. Williams (Clerk - Caerphilly Town Centre), Professor R. Deacon (Community Councillor), J. Dilworth (Clerk - Van Community Council), Mrs. S. Cooper (Caerphilly Access Group) Mr. K. Robottom (Caerphilly Residents Association), Ms. K Warrington (Caerphilly Independent Retail Partnership), Mr. E Talbot (Federation of Small Businesses)

Also:

J. Bennett (Group Manager - Business Enterprise Support), A. Highway (Town Centre Development Manager), S. Wilcox (Assistant Town Centre Manager), A. Dallimore (Team Leader – Urban Renewal & Conservation), P. Hudson (Marketing and Events Manager), D. Price (Parks and Outdoors Facilities Manager), A. Jones (Complaints Officer)

#### **1. APOLOGIES**

Councillors: E. Aldworth, P. Bevan, D.T. Davies, C. Forehead, B. Jones, S. Kent, M. Prew, Mr. N. Lyddon (Community Councillor)

#### **2. CORRECTION OF PREVIOUS MINUTES 16TH FEBRUARY 2012**

Andrew Highway read out the following amendment:-

It has been brought to my attention that the minutes of the Town Centre Management Group held on the 16th February 2012 contained an inaccuracy. Reference was made in item 6 to Caerphilly Town Centre Council, this should read Caerphilly Town Council. The minute at item 6 also referred to the Town Council raising £4,000 towards the plaque for Malcolm Uphill. It should be noted that no monies from the Town Council have gone towards this project. At the meeting of the Town Centre Management Group held on 7th November 2012 it was recorded that these previous minutes from the February meeting were 'taken as read', a note will be made in today's minutes detailing this correction.

Mr. E. Talbot also wished for it to be noted that Mr. K. Robottom was not on the Malcolm Uphill Committee and could therefore not comment on previous minutes with regards to confirming their accuracy.

Councillor James Fussell asked for clarification as to what happened to any monies that were left over after the costs of the plaque. Mr. E. Talbot confirmed that any money left over was distributed to local charities.

### **3. CAERPHILLY TOWN CENTRE MANAGEMENT GROUP MINUTES 7TH NOVEMBER 2012**

Previous minutes were taken as read.

To be noted that Councillor Mrs. Christine Forehead was in attendance but was missed off the minutes.

### **4. COMMUNITY CINEMA IDEA**

Discussions took place about holding an open air cinema in Caerphilly. Councillor James Pritchard fully supports this event and asked for further information on what is involved to organise the event,

Paul Hudson confirmed that the event in Bargoed is very successful and attracts approximately 500 people and the costing for the event is approximately £2,500. There are a number of factors that need to be considered to organise the event such as stewards, security, barriers, control posts, etc. This is a nighttime event, which could have potential anti-social behaviour issues.

Councillor Ms. Elaine Forehead asked where would funding be available from to hold the event.

Andrew Highway advised that the monies could come from the Area Forum Budget if the Group were happy with this and it would need to be voted on.

The group voted on the £2,500 to be used from the area forum budget and votes cast were as follows: In favour – 9. Against – None

Councillor Ken James has confirmed that there will be a proviso that a local group(s) will put on the Community Cinema Event because CCBC staff are already committed to manage the many events already arranged for Caerphilly Town this year. The £2,500 is available should it go ahead, if not the money remains in the budget.

### **5. JOB CREATION/JOB LOSSES IN CAERPHILLY TOWN CENTRE 2012**

Andrew Highway read through the report. Community Councillor R. Deacon raised a query about how the jobs created were measured and did this include temporary shops.

Andrew Highway advised that the data was gathered from the shops that provide the information and would only take into consideration permanent shops or shops that were open for more than a few weeks. Christmas shops are never taken into consideration for these figures to be provided.

Mr. E. Talbot raised the issue that businesses are a bit reluctant to take up occupancy in premises at the top of the town due to the higher business rates compared to the premises below The King's public house. This could have an impact on job creations and losses.

Ms. K. Warrington commented on how the area at the top of town has now improved and how people have made use of the outside café area. One of the café's is closing shortly but the opening of the chip shop has brought people up to the area increasing footfall. The indoor market is not included in the figures for jobs created or lost and there are new businesses coming soon and others are looking to expand.

**6. CAERPHILLY SURPLUS STORE COMPLAINT - COUNCILLOR E FOREHEAD**

Councillor Forehead informed the meeting that a complaint had been received regarding events organised at a certain point in the town but that the shops above that point miss out on visitors.

Paul Hudson confirmed that there has to be a point of closure from a safety perspective. He also advised that all traders are invited to participate within the event and those who wish to express an interest in bringing their goods to the event and take up a stall are encouraged to do so.

**7. CAERPHILLY LIBRARY UPDATE**

Allan Dallimore provided an update and a photograph confirming that the structure of the steel frame is completed and the contractors are working on the concrete floors and stairwells with the timber trusses.

The Contractor expects completion of the project by the end of October 2013. The opening of the library is anticipated to be either just before or just after Christmas.

A request was made by the Caerphilly Access Group to see if they could inspect to clarify any access issues. Allan will arrange for a site visit.

**8. CAERPHILLY FLOWER FESTIVAL 2013 - FUNDING**

Andrew Highway presented a written report to the group requesting that £3,000 be allocated to the event from the Area Forum Budget. In addition Paul Hudson confirmed that the event was very successful last year and clarified that this year there would be two separate events for the food festival and flower festival.

The Flower Festival event will focus around the Tourist Information Centre and an open-air bus tour will be available taking the visitors through the town and outside up to Caerphilly Mountain.

There are a number of additional attractions such as a wheelbarrow competition where schools will participate; street entertainment, a falcon exhibition and also tea/coffee will be available from the churches.

Andrew Highway advised that the Group would need to vote on this funding being available from the Area Forum Budget

The group voted on the £3,000 to be used from the Area Forum Budget and votes cast were as follows: In favour – 8. Against – None

**9. FOOD FESTIVAL UPDATE**

Paul Hudson has confirmed that there will be a celebrity chef at the event for one day on the 4th May 2013. This chef is Jean-Christophe Novelli.

Officers are currently waiting for confirmation on funding from the Welsh Government hopefully by April they should know. If funding is not available then the Group would need to vote for the funds to come out of the Area Forum Budget.

The group voted on the £2,000 to be used from the Area Forum Budget and votes cast were as follows: In favour – 11. Against – None

**10. QR CODES ON TOWN CENTRE ARTWORK**

Allan Dallimore advised that he has been approached to see if the Council would like to place these QR Codes on places with historical interest throughout the Town. Allan provided the group with an example of the notices that would be displayed.

These notices could be positioned in areas of interest and visitors would need to point their phone at the symbol and all of the historical facts will be downloaded to their iPhone, iPad, etc.

Allan has advised that there would be no costs for the installation of these QR codes as well as the maintenance as the monies would come from within his budget.

The Group were asked to consider whether or not they would consider this a good idea and for Allan to implement within the Town.

Andrew highway advised that the Group would need to vote on this.

The group voted and votes cast were as follows: In favour – 11. Against – None

**11. CAERPHILLY TOWN CENTRE AUDIT (JANUARY 2013)**

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

The meeting closed at 2:59 p.m.

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CHAIRMAN