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**Date: 18th September 2017**

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 **Monday, 25th September, 2017** at **2.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

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.	

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.

A greener place Man gwyrddach



To receive and note the following minutes: -

4	Minutes of previous meeting 21st March 2017.	1 - 4
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To receive and note the following updates: -

5	Updates on matters relating to Ystrad Mynach Town.	5 - 8
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6	Audit.	9 - 14
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**Circulation:**

Councillors A. Angel (Chair), D. Cushing, M.P. James, Mrs T. Parry, S. Morgan, D.T. Davies and Mrs C. Forehead

Town Councillors

Other Organisations



## YSTRAD MYNACH TOWN CENTRE MANAGEMENT GROUP

### MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, PENALLTA HOUSE ON TUESDAY 21<sup>ST</sup> MARCH 2017 AT 1:00 P.M.

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PRESENT:

Councillors:

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

Together with:

C Mortimer (Clerk)

Also:

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

#### 1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillors: D Bolter, K James & D Jorro

The Chair wished to thank Mr Highway and other officers for all of their hard work throughout the last five years.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. MINUTES OF PREVIOUS MEETING 22<sup>ND</sup> NOVEMBER 2016

The minutes were taken as read.

Councillor M James raised matters arising from previous minutes and asked when the events budget is set.

The group were advised that in the Bargoed Town Centre Management Group a breakdown of the events budget was requested and the Town Council also provided a breakdown of their figures and will be available with the minutes.

Mr Hudson confirmed that he is in the process of setting the budget and confirmed that Ystrad Mynach will be allocated the £2,000 towards the Christmas Event

Councillor M James requested that the information be forwarded to members of the group by emailing it to C Mortimer (Clerk)

Councillor M James thanked Mr Hudson and C Mortimer for funding towards Christmas event and appreciated the officer's work.

Councillor Angel asked if assistance could be provided to help the Royal British Legion to hold a seven a side tournament. Mr Hudson confirmed that he is always available to help along with colleagues in leisure and advised the Chair to contact him to provide details.

#### **4. BUSINESS REPORT**

Mr Highway presented his report to the group, which summarised the number of businesses that opened and closed throughout 2016, along with the footfall information and initiatives carried out by the Town Centre Management Team.

The Chair thanked Mr. Highway for his report.

#### **5. 'CHOOSE THE HIGH STREET' CHRISTMAS VOUCHER BOOKLET ANALYSIS**

Mr. Highway noted that the scheme has now been in operation for several years and 2016 was the most successful to date with a total of 112 offers received.

Mr. Highway extended special thanks to the Graphic Design team for their work designing the booklet and to the Community Safety Wardens for distributing the booklets to the various collection points.

The booklet was not only marketed to the five managed town centres, but also contained adverts for the various Christmas events across the Borough as well as various Council services.

30,000 booklets were produced and were available from a number of places including local libraries, tourist attractions and supermarkets. The participation of the supermarkets has assisted greatly in the dissemination of the booklets, particularly as Tesco in Risca and Ystrad Mynach took part for the first time in 2016.

A survey was sent out to participating businesses after the Christmas period. Although the response rate was poor, it did highlight that the scheme is generally viewed positively. However, the bus advertising – used for the first time this year – was not deemed to be successful and this is something to consider for future years.

Councillors questioned whether the voucher booklet was worth doing in Ystrad Mynach as there does not seem to be much of a take up and asked whether the money could be used towards events in the town.

Mr Highway advised that the voucher booklet is offered across all towns and the budget is not broken down to individual towns, if Ystrad Mynach did not want to join the promotion then they could be left out next year if the group were to request this.

The group discussed the promotion and all agreed that it is really down to the offers made by businesses and members should try to encourage businesses to join in and increase their offers.

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

## **6. PROCUREMENT OF FOOTFALL COUNTER PROVIDER**

Mr. Wilcox informed the group that the contract for the footfall counter provision has recently expired. Following a tender process, a new supplier has been appointed – PFM Footfall Intelligence. There will be a period of transition where the old supplier's service and equipment is removed and the new supplier installs its equipment. This is likely to take place in early July, but Officers will work with the companies to ensure that any downtime is kept to a minimum.

The Chair thanked Mr. Wilcox for the update.

## **7. AUDIT**

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

The group were advised that the repaint on the Post Box will be done by the end of next week and will continue into late spring.

Repainting of double yellow lines. Councillor M James raised concerns over the length of time taken. Councillor James advised that he had walked around the town with the Police and identified areas where lines are faded or broken. The Police have advised that they are unable to enforce where lines are broken or faded.

Councillor M James advised that there is a public meeting to discuss parking and Inspector Muirhead will be present.

Mr Highway suggested that Councillor M James contact colleagues in Highways to enquire about the repainting schedule. Officer details were supplied to the member..

Mr Highway advised that costs and planning approval was needed for the installation of the monolith. Councillor M James raised concern over the length of time taken for the installation.

The group were advised that Mr D Smith from traffic management would be arranging for the steps to be painted in the car park. Councillor Pritchard thanked Mr Highway for the update.

Litter pick at Siloh Square - Councillor M James advised that he litter is still in the raised beds. Mr Highway confirmed that he will arrange for the area to be cleaned

Ms C Mortimer advised that pavements in Siloh Square are still unsafe and shabby looking. Mr Dallimore confirmed that he would send officers to take a look and raise it on the audit.

Mr Wilcox informed the group that the Community Defibrillator by the library has been repaired and is now secure. Mr Wilcox confirmed that the feeder pillar in Siloh Square has now been installed and community events can use.

There were no further issues raised.

The meeting closed 14:18

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CHAIR

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## **YSTRAD MYNACH TOWN CENTRE MANAGEMENT GROUP – 25TH SEPTEMBER 2017**

**SUBJECT: UPDATE ON MATTERS RELATING TO YSTRAD MYNACH TOWN**

**REPORT BY: TOWN CENTRE DEVELOPMENT MANAGER**

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### **1. NEW UNIQUE PLACES**

- 1.1 A new version of the 'Unique Places' document has been produced. The latest version for the first time includes details of Ystrad Mynach town centre and also features a revised text in respect of Bargoed town centre reflecting the changes in the town due to the BIG Idea regeneration scheme.
- 1.2 The document is predominately used as an inward investment tool to respond to enquires relating to the five managed town centres. It is also a key element in Town Centre Managements proactive engagement with multiple retailers in respect of town centre vacancies and forms the basis of the 'Welcome Pack' supplied to new town centre business.

### **2. CHOOSE THE HIGH STREET CHRISTMAS VOUCHER BOOKLET**

- 2.1 The 'Choose the High Street' Christmas Voucher Booklet has proved very popular with the public and retailers and will again be produced in 2017. The aims of the scheme are twofold:
  1. Provide local businesses with an opportunity to capture consumer spend during the Christmas period.
  2. Market the diverse retail offer contained in the town centres.
- 2.2 Retailers in the five managed town centres will have the opportunity to be included in the booklet. The booklets will be given out in local supermarkets, libraries and at other key locations.

### **3. RBS LETTER RESPONSE**

- 3.1 Following a decision in April by Royal Bank of Scotland (RBS) to close its Nat West branch in Ystrad Mynach town centre, the Council wrote to the Banks Chief Executive asking for the decision to be reconsidered. RBS responded to the letter explaining that the closure would take place and was taken in response to a reduction in the number counter transactions at the branch with customers choosing to bank differently.

#### 4. MONOLIPH INSTALLATION



Urban Renewal Project Officers are progressing a scheme for the provision of additional, innovative directional signage within Ystrad Mynach Town Centre.

It is proposed to introduce a stainless steel, modular wayfinding unit, dimensions 2180mm high x 695mm wide x 130mm deep. The unit will be located on Cardiff Rd, near to the Centre of Sporting Excellence.

The modular unit will be produced by FitzPatrick Woolmer Design and the map artwork has been designed “in house” by Planning Technicians.

The anticipated timescales for supply and installation is 6-8 weeks. It is hoped that the unit will be in place by late November/early December at the latest.

The new wayfinding “marker” will provide important information on key town centre facilities and locations to both visitors and residents.



*(Example Wayfinding Unit – not final design for illustrative purposes only)*

#### 5. SUMMER AND CHRISTMAS EVENTS UPDATE

- 5.1 Stall applications have been sent out with respect to the Christmas Market and following a busy summer of events, staff are now going through the process of allocating stall pitches and liaising with local members and the community council with regard to the entertainment programme planned for the event. Feedback from a small number of retailers (2) suggested that the event should be extended or moved to Penallta Road.

#### 6. CHOOSE THE HIGH STREET PROPERTY INDEX

- 6.1 Following the closure of the Go2 My Town website earlier this year a new version of the ‘Retail Property Index’ has been developed and is available to view online via the Council’s website. The Property Index lists every property for sale or let in Caerphilly, Blackwood, Bargoed, Risca and Ystrad Mynach town centres.

## **7. PROCUREMENT OF FOOTFALL COUNTER**

- 7.1 The new footfall counters were installed in mid-August by our new provider – *PFM Footfall Intelligence*. The systems have been successfully calibrated and validated and are sending back data.
- 7.2 To ensure continuity with all historical footfall data, the new equipment has been installed in the same location as the existing counters. The only exception to this is the Bargoed (North) counter, which has been decommissioned as part of the department's Medium Term Financial Plan savings. This change also provides consistency throughout the town centres as they all now have one counter.

## **8. PARKING ENFORCEMENT**

- 8.1 The issue of Civil Parking Enforcement is currently being considered by the Council. As part of this process officers are working alongside colleagues in neighbouring authorities and Gwent Police to explore the various options available. The matter is included on the draft forward work programme of the Regeneration and Environment Scrutiny Committee. The Scrutiny Committee will consider and confirm its forward work programme at its next meeting on 20th September 2017. At present the Authority's future proposals are being developed and still remain to be finalised. It is anticipated that the proposals will be subject to a wider consultation with Members prior to seeking Cabinet confirmation and Council approval.

Author: Andrew Highways – Town Centre Development Manager  
Consultees: Andrew Highways – Town Centre Development Manager  
Steve Wilcox – Assistant Town Centre Manager  
Allan Dallimore – Team Leader Urban Renewal and Conservation  
Glenn Cooper - Convergence Project Officer  
Paul Hudson – Marketing and Events Manager

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## YSTRAD MYNACH TOWN CENTRE AUDIT – JUNE 2017

DATE	ISSUE	DEPARTMENT	PROGRESS UPDATE
01/07/13	<p><b><u>Repaint Post Box</u></b>  <b><u>O/S Post Office, Penallta Road</u></b>                      The post box outside the Post Office is worn, requiring fresh paintwork.</p>	<p><b>Town Centre Management</b>  <i>Andrew Highway</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 This is still due to be completed this financial year                      21/3 An update was provided to the TCMG.</p>
08/02/16	<p><b><u>Parking on Pavements</u></b>  <b><u>Town Centre</u></b>                      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><b>Police</b>  <i>Ins O'Keefe</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THE ISSUE</b></p> <p>14/2 Education, prevention and enforcement continues.                      21/3 An update was provided to the TCMG.</p>
12/02/16	<p><b><u>Condition of Zebra Crossing</u></b>  <b><u>O/S Gaffacino's, Penallta Road</u></b>                      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><b>Highways</b>  <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THE ISSUE</b></p> <p>13/12 No update could be provided.                      14/2 The lining work has been completed. The integrity of the crossing structure is monitored on a monthly basis, with repairs being carried out when required. There are no significant structural issues with the crossing at the present time.  <b>Issue Closed 14/2</b></p>

08/03/16	<p><b><u>Links with Centre for Sporting Excellence Town Centre</u></b> 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><b>Town Centre Management</b> <i>Andrew Highway</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FUL HISTORY OF THE ISSUE</b></p> <p>14/2 The installation costs were higher than anticipated. Cllr. Angel offered to discuss the project with the Community Council to see if the installation costs could be paid. 21/3 An update was provided to the TCMG.</p>
31/03/16	<p><b><u>Repainting of Double Yellow Lines Town Centre</u></b> 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><b>Highways</b> <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FUL HISTORY OF THE ISSUE</b></p> <p>14/2 The re-lining work is still scheduled to be completed this financial year. 21/3 An update was provided to the TCMG.</p>
31/03/16	<p><b><u>Repainting of Bus Stop Markings Bedwlwyn Road</u></b> The bus stop markings on Bedwlwyn Road are worn and require repainting.</p>	<p><b>Highways</b> <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FUL HISTORY OF THE ISSUE</b></p> <p>14/2 The re-lining work is still scheduled to be completed this financial year. 21/3 An update was provided to the TCMG.</p>
14/06/16	<p><b><u>Obstructive Parking Central Street</u></b> 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><b>Police</b> <i>Ins O'Keefe</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FUL HISTORY OF THE ISSUE</b></p> <p>14/2 The local policing team is carrying out work with both schools, producing newsletters and carrying out enforcement days to highlight the issue. 21/3 An update was provided to the TCMG.</p>

08/07/16	<p><b><u>Overgrown Foliage</u></b>  <b><u>Pengam Road</u></b>  The trees alongside Pengam Road, above Oakfield Street car park, are overgrown and causing an obstruction for pedestrians using the footway.</p>	<p><b>Highways</b>  <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THE ISSUE</b></p> <p>14/2 The foliage has not yet been cut back.  21/3 An update was provided to the TCMG.</p>
04/10/16	<p><b><u>Damaged Litter Bin</u></b>  <b><u>Siloh Square</u></b>  A litter bin has been damaged on Siloh Square and needs repair.</p>	<p><b>Highways</b>  <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THE ISSUE</b></p> <p>14/2 Alternative foundation specifications continue to be looked at to solve this ongoing problem.  21/3 An update was provided to the TCMG.</p>
04/10/16	<p><b><u>Litter Pick</u></b>  <b><u>Siloh Square</u></b>  A litter pick of Siloh Square has been requested following complaints.</p>	<p><b>Cleansing</b>  <i>Tony White</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THE ISSUE</b></p> <p>14/2 The area is regularly cleaned and Officers will look to work with Lewis Girls School to give a sense of ownership of the area.  21/3 An update was provided to the TCMG.</p>
04/10/16	<p><b><u>Repainting Lines</u></b>  <b><u>Commercial Street</u></b>  Cllr Martyn James has asked for the lines at the junction O/S The Emporium to be repainted.</p>	<p><b>Highways</b>  <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THE ISSUE</b></p> <p>14/2 The re-lining work is still scheduled to be completed this financial year.  21/3 An update was provided to the TCMG.</p>

22/11/16	<p><b><u>Removal of Chewing Gum</u></b>  <b><u>O/S Premier Stores, Bedwlwyn Road</u></b>  At the TCMG, Members noted that there is an accumulation of chewing gum on the pavement outside Premier Stores on Bedwlwyn Road.</p>	<p><b>Cleansing</b>  <i>Tony White</i></p>	<p>13/12 The work will be completed as soon as the weather allows.  14/2 A cleanse of the area was carried out, but another will be scheduled shortly.</p>
25/11/16	<p><b><u>Reinstatement of Bin</u></b>  <b><u>O/S Premier Stores, Oakfield Street</u></b>  A bin has been dislodged from its foundations and is currently resting on the pavement O/S Premier Stores on Oakfield Street.</p>	<p><b>Highways</b>  <i>Gavin Barry</i></p>	<p>13/12 No update could be provided.  14/2 The bin has been reinstated.  <b>Issue Closed 14/2</b></p>
25/11/16	<p><b><u>Painting of Step Edges</u></b>  <b><u>Oakfield Street Car Park</u></b>  The steps leading from Oakfield Street car park require a high visibility edging to make them easier to traverse in dark conditions.</p>	<p><b>Transportation</b>  <i>Dean Smith</i></p>	<p>13/12 The edging of the steps has been deemed unnecessary as there is adequate lighting in the area.  14/2 Local members asked that officers reconsider the need to paint the step edges. Cllr. Angel also noted that a grit bin in the vicinity of the steps would be useful.  21/3 An update was provided to the TCMG.</p>
17/01/17	<p><b><u>Damage to Community Defibrillator</u></b>  <b><u>Library, Commercial Street</u></b>  The Automatic External Defibrillator (AED) that was recently installed by Gelligaer Community Council has been damaged.</p>	<p><b>Police</b>  <i>Ins O'Keefe</i></p>	<p>14/2 Police enquiries are ongoing. The equipment has been placed in the library for safekeeping until the cabinet is repaired.  21/3 An update was provided to the TCMG.</p>
21/03/17	<p><b><u>Uneven Surface</u></b>  <b><u>Siloh Square</u></b>  At the TCMG (21/3) the Community Council asked for an inspection to be undertaken of the Siloh Square pavers due to concerns that they were uneven.</p>	<p><b>Urban Renewal</b>  <i>Allan Dallimore</i></p>	<p>21/3 This to be undertaken in the next few weeks.</p>

21/03/17	<p><b><u>Litter Behind Raised Beds</u></b>  <b><u>Siloh Square</u></b>  At the TCMG (21/3) Cllr James asked for a litter pick to be undertaken in Siloh Square in the area to the rear behind the raised beds to the rear of the Estate Agents premises.</p>	<p><b>Cleansing</b>  <i>Tony White</i></p>	<p>23/2 Cleansing officers were on site today and will litter pick and use the pedestrian sweeper to wash under the seating area.</p>

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