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**Date: 10th October 2017**

Dear Sir/Madam,

A meeting of the **Risca Town Centre Management Group** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 17th October, 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 2000, 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 20th March 2017. 1 - 4

To receive and note the following updates: -

5 Updates on matters relating to Risca Town. 5 - 8

6 Audit. 9 - 12

**Circulation:**

Councillors N. George (Chair), Ms P. Leonard, B. Owen, Mrs A. Leonard, R. Whiting, S. Morgan, D.T. Davies and Mrs C. Forehead

Town Councillors

Other Organisations



## **RISCA TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, PENALLTA HOUSE ON MONDAY 20<sup>TH</sup> MARCH 2017 AT 4:00 P.M.**

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PRESENT:

Councillors:

Councillors: N George, P Leonard, A Leonard, K James

Together with:

Town Councillors: M Parker, B Hancock, B Campbell (Clerk Risca Town Council)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader – Urban Renewal & Conservation), S. Wilcox (Assistant Town Centre Manager), A Jones (Clerk), J Tyler (Admin Assistant)

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

Councillors: D T Davies, P Griffiths

#### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **3. MINUTES OF PREVIOUS MEETING 21<sup>ST</sup> OCTOBER 2016**

The minutes were taken as read.

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

Mr. Highway presented his report to the group.

Mr. Highway advised the group that there was a change with regards to the Go2MyTown Website and read out the following statement from his Head of Service:

“The Division is currently working towards migrating the content and information on the GO2MyTown website onto the Council’s corporate website.

This change results from concerns over how the Council’s corporate Business Support and Town Centre pages are hosted on the corporate website. It is assumed that an individual or company seeking business information would in the first instance search the Council’s corporate website rather than search for GO2MyTown. In this respect it should be noted that there are no links from the corporate site to GO2MyTown.

Whilst the service provided via GO2MyTown up to November 2016 has been free of charge, in the external provider's aspiration that GO2MyTown would become a commercial site, in recent months the external provider for the GO2MyTown has started to levy ongoing monthly charges that are considered to be unsustainable.

The outcome of the review of GO2MyTown is that the Division's business support and town centre website service will revert to being hosted on the Council's corporate website. In the months ahead Regeneration and Corporate Services IT officers will migrate the existing content of GO2MyTown onto the corporate website resulting in the pages for business support and town centre to be updated, refreshed and aligned to associate content across the Division, Directorate and the Council."

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 not only marketed the five managed town centres, but also contained adverts for the various Christmas events across the County Borough as well as various CCBC services.

30,000 booklets were produced, which 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 quite poor, it did highlight that feelings towards the scheme are generally positive. 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.

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. RISCA TOWN CENTRE ACTION PLAN**

Mr. Dallimore informed the group that a development site masterplan is being produced. The document looks at how the S.106 monies that haven't been spent on a footbridge to Tesco could be used to unlock development sites around the town. Recent flood alleviation schemes

have unlocked sites that were previously deemed unfeasible. A community centre provision for the town will also be looked at as part of the plan.

The masterplan is in draft at the moment while the feasibility of each potential site is investigated. Once the document has been finalised, it will go to Cabinet for initial approval prior to wider consultation. The consultation process will utilise a variety of methods to engage with the public and stakeholders, including being presented to the Town Centre Management Group at a future meeting.

## 8. **AUDIT**

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

Condition of land around Cuckoo Artwork – Mr. Dallimore advised that Keep Wales Tidy & staff from Tesco have been working to tidy up the site and are now in dialogue with enforcement officers to keep posters and banners to a minimum.

Mr. Dallimore asks the group to report any issues to him and he will look to re-engage with Tesco.

Councillor Parker advised that in a meeting that he attended regarding what would be going in the area around the cuckoo statue, it was advised that benches would be installed and area planted. Mr Dallimore did not recall benches being mentioned but he would double check and report back

Damage to wall Bethany Baptist Chapel – The group were advised that One Stop have been liaising with contractor and conservation officer to prevent any further damages. One Stop will rebuild the wall and seek to claim the monies back from third party.

Mr. Highway advised that Mr. Wilcox has been acting as a go between all parties and Mr. Dallimore confirmed that they have looked at several options for the area and liaised with Highways.

There were no further issues raised.

The meeting closed 15:25.

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CHAIR

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## **RISCA TOWN CENTRE MANAGEMENT GROUP – 17TH OCTOBER 2017**

**SUBJECT: UPDATE ON MATTERS RELATING TO RISCA TOWN**

**REPORT BY: TOWN CENTRE DEVELOPMENT MANAGER**

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

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.

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**

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.

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. SECTION 106 MONIES**

When Tesco's was built, monies were set aside for the development of a pedestrian footbridge to link the Tesco store with Risca town centre. The bridge was to straddle the river from behind the Tesco petrol station over to land next to the Lidl store.

Due to a myriad of problems encountered over the actual dynamics of building the structure between these land parcels, it was decided by Cabinet to take the monies allocated for the bridge and use them for other beneficial projects in the town. The S106 legal document dictates how the monies can be spend if a bridge is not built and outlines how its use is restricted for environmental, security and transport improvements within a tight boundary around Risca and Pontymister centres.

Officers have been tasked with using the S106 monies to prioritise unlocking development sites in the town and this has been reflected in the draft working action plan that has seen certain sites prioritised for intervention.

The S106 agreement states that the monies need to be 'committed' by March 2018. Legal advice has been taken on what constitutes 'committed' and their interpretation is that the Council need to have entered in to a binding /contractual agreement for a project's implementation.

A draft Cabinet report has been written which advocates selective demolition of vacant buildings at the Council owned Brooklands Road site and also the partial demolition and recladding of the eyesore which is the former swimming pool building at Longbridge Baths. These projects have been chosen because they can be delivered within the necessary timescale and come with fewer unknowns than other projects that could bring delays and put the funding in jeopardy.

Views of Risca Town Council and Risca Community Council were sought and have been reflected in the reports narrative.

There is likely to be a residual S106 amount left over and the draft cabinet report advocates that officers work with the local community to develop schemes that could benefit.

#### **4. MONMOUTHSHIRE AND BRECON CANAL ADVENTURE TRIANGLE UPDATE**

CCBC have been working collaboratively with Torfaen Borough Council to develop a suite of projects centred along the existing canal corridor for submission to Visit Wales for external European funding. The CCBC projects cluster around the northern part of the canal at Cwmcarn scenic drive.

The business plan which is basically the bid submission document has been forwarded to Visit Wales for approval. Match funding for the CCBC projects comes in the shape of core CCBC capital being used to undertake improvement works to the canal infrastructure.

The WEFO Business Plan and supporting info was revised and re-submitted to Visit Wales on the 22<sup>nd</sup> September 2017 after extensive dialogue with Visit Wales staff. The info submitted included a letter of support/funding from CCBC Corporate Finance in line with the July 2017 CCBC Cabinet Report.

Overall the project activities (Canal Restoration / Cwmcarn Forest/ Mynydd Maen and Twmbarlwm projects) remain the same as reported to Cabinet in July.

Planning permission for most of the Cwmcarn Forest elements has now been conditionally received, the only outstanding planning approval relates to the expansion of the Twrch Trail (Cross Country Cycle Trails).

The collaborative suite of projects requires an element of funding from Welsh Government to make them stack up financially. In the past European projects have been supported by Targeted Match Funding (TMF) from Welsh Government and CCBC and Torfaen are again looking for this funding to allow the projects to be implemented.

This however appears to be holding the collaborative project up as the TMF element has yet to formally go to the WG Regeneration Panel for a decision. A number of dates for the project to go before the panel have been set and in every instance Welsh Government have decided to pull the project due to the requirement for additional information. It is hoped that the panel will now meet shortly although a date is yet to be set



## **5. SUMMER AND CHRISTMAS EVENTS UPDATE**

Stall applications have been sent out with respect to the Risca Christmas event and staff are now going through the process of allocating stall pitches which takes place on 25 November. The event includes a parade around the park and carols around the Christmas tree.

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

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**

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.

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**

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

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## RISCA TOWN CENTRE AUDIT – JUNE 2017

DATE	ISSUE	DEPARTMENT	PROGRESS UPDATE
26/11/13	<p><b><u>Condition of Land around Cuckoo Artwork Pontymister Industrial Estate</u></b> Concern was expressed by local Members at the TCMG in relation to the condition of the land surrounding the cuckoo artwork, which is in an unkempt condition.</p>	<p><b>Urban Renewal</b> <i>Allan Dallimore</i></p> <p><b>Cleansing</b> <i>Tony White</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 There have been no recent reports of large amounts of litter on the site. Two locations are being considered for relocation of the artwork. 20/3 An update was provided to the TCMG.</p>
10/02/15	<p><b><u>Parking Enforcement O/S Spar, Tredegar Street</u></b> At the TCIG, Cllr. George reported that there are a lot of instances of people parking in the bus stop outside the Spar store. This is leading the buses not being able to pull in, which is causing traffic congestion.</p>	<p><b>Police</b> <i>Ins White</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 Enforcement and monitoring continues. 20/3 An update was provided to the TCMG.</p>
02/06/15	<p><b><u>Illegal Parking Park Road O/S Moriah Church</u></b> Cllr. George has noted that vehicles are illegally parking along Park Road, which is making it difficult for large vehicles to drive along the road.</p>	<p><b>Police</b> <i>Ins Neesam</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 Officers continue to monitor and enforce. 20/3 An update was provided to the TCMG.</p>
07/12/15	<p><b><u>Repainting of Bollard O/S Bay Leaf Commercial Street</u></b> The bollard on the junction of Commercial Street and Commercial Lane next to the Bay Leaf Indian Takeaway is in a poor condition and requires repainting.</p>	<p><b>Highways</b> <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 The bollard installation is still outstanding. 20/3 An update was provided to the TCMG.</p>

10/12/15	<p><b><u>Damage to Wall</u></b>  <b><u>Bethany Baptist Chapel, Tredegar Street</u></b>  Cllr. George reported that Bethany Baptist Church has had one of its exterior pillars struck by a vehicle. In order to try and prevent reoccurrences, the following will be put in place:</p> <ul style="list-style-type: none"> <li>• Replacement of the broken bollard outside One Stop;</li> <li>• Replace the current bollard near the pillar with a larger stainless steel bollard;</li> <li>• Apply reflective banding to all bollards in the vicinity;</li> <li>• Repainting of double yellow lines in the area;</li> <li>• Repainting of junction white lining.</li> </ul>	<p><b>Highways</b>  <i>Gavin Barry</i></p> <p><b>Urban Renewal</b>  <i>Allan Dallimore</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 One Stop has agreed to repair the pillar and claim back the cost from their supplier. Officers will look at ways to protect the pillar.  20/3 An update was provided to the TCMG.</p>
31/03/16	<p><b><u>Seating Area</u></b>  <b><u>O/S Risca Pine Centre, Tredegar Street</u></b>  The benches on the seating area outside Risca Pine Centre require repainting. The pavements underneath are also in need of grubbing out and power washing.</p>	<p><b>Highways</b>  <i>Gavin Barry</i></p> <p><b>Parks</b>  <i>Mike Headington</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 The vegetation has been treated.  20/3 An update was provided to the TCMG.</p>
31/03/16	<p><b><u>Damaged Sign</u></b>  <b><u>O/S Domino's, Tredegar Street</u></b>  A directional sign for Park Road Industrial Estate has become damaged and is in need of repair or replacement.</p>	<p><b>Highways</b>  <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 The sign has not yet been installed.  20/3 An update was provided to the TCMG.</p>

14/06/16	<p><b><u>Utilisation of Section 106 Funding Town Centre</u></b> Following the decision by Tesco not to install a footbridge linking the store to the Northern end of Commercial Street, Officers are now considering options for the Section 106 funding that has become available.</p>	<p><b>Urban Renewal</b> <i>Allan Dallimore</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 A report is being considered by the Director and will be discussed with local Members in due course. 20/3 An update was provided to the TCMG.</p>
23/06/16	<p><b><u>Resetting of Street Sign Station Road</u></b> The street sign on the junction between Station Road and Commercial Street has been struck by a vehicle and damaged. A repair or replacement is required.</p>	<p><b>Highways</b> <i>Gavin Barry</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>14/2 The sign has not yet been installed due to damage to the wall behind because of a traffic accident. 20/3 An update was provided to the TCMG.</p>
25/11/16	<p><b><u>Repair of Bench O/S Brooklands Centre, Commercial Street</u></b> A bench located on Commercial Street has been damaged and has a missing slat. The bench is also in need of repainting.</p>	<p><b>Highways</b> <i>Gavin Barry</i></p>	<p>13/12 Repair work is ongoing. 14/2 Repairs continue. 20/3 An update was provided to the TCMG.</p>
22/12/16	<p><b><u>Christmas Lighting Problems Town Centre</u></b> Cllr. Rees reported that the lights on the Christmas Tree in Tredegar Grounds were not operational and a street lamp in the town centre was not illuminated.</p>	<p><b>Highways</b> <i>Gavin Barry</i></p> <p><b>Town Centre Management</b> <i>Andrew Highway</i></p>	<p>23/12 The tree lights and malfunctioning street lamp were caused by issues related to the Christmas festoons. These were isolated and the problems resolved. 14/2 The problems were resolved. The illuminations have now been removed. <b>Issue Closed 14/2</b></p>

10/01/16	<p><b><u>Demolition of Wall</u></b>  <b><u>Cenotaph Garden, Commercial Street</u></b>  The wall surrounding the Cenotaph Garden has been partially demolished after what appears to be a road traffic collision.</p>	<p><b>Parks</b>  <i>Mike Headington</i></p> <p><b>Highways</b>  <i>Gavin Barry</i></p>	<p>14/2 The insurance company of the driver has been in contact and quotes are being obtained for the repair work.  20/3 An update was provided to the TCMG.</p>
24/02/17	<p><b><u>Charity Shop</u></b>  <b><u>Tredegar Street</u></b>  Cllr. Rees received a complaint in relation to the setting up of a charity shop on Tredegar Street. The complainant has concerns about the way in which the business is being set up.</p>	<p><b>Licensing</b>  <i>Myra McSherry</i></p> <p><b>Police</b>  <i>Ins Neesam</i></p>	
14/03/17	<p><b><u>Cigarette Bin</u></b>  <b><u>O/S Betfred Tredegar Street</u></b>  A complaint has been received from the Town Council in relation to the cigarette bin attached the Betfred, which is overflowing and leading to cigarette ends accumulating on the pavement.</p>	<p><b>Town Centre Management</b>  <i>Andrew Highway</i></p>	<p>16/3 As there is nowhere for an additional bin to be installed in the vicinity, Betfred's management was asked to empty the bin more frequently.</p>
03/04/17	<p><b><u>Condition of "Tidy Town" Planters</u></b>  <b><u>O/S Risca Pine Centre, Tredegar Street</u></b>  The Town Council has requested that the "Tidy Towns" planters outside Risca Pine Centre on Tredegar Street be tidied and planted up in readiness for the summer period.</p>	<p><b>Parks</b>  <i>Mike Headington</i></p>	