

# Public Document Pack



The following report is an information item for the Regeneration and Environment Scrutiny Committee.

## **Minutes of the Town Centre Management Group Meetings - September-October 2017:-**

- (i) Bargoed Town Centre Management Group - 11th October 2017;
- (ii) Blackwood Town Centre Management Group - 19th September 2017;
- (iii) Caerphilly Town Centre Management Group - 3rd October 2017;
- (iv) Risca Town Centre Management Group - 17th October 2017.

Due to the postponement of the Ystrad Mynach Town Centre Management Group meeting on 8th March 2018, the minutes of the meeting held on 25th September 2017 are awaiting ratification and will be presented as an information item in due course.



## **BARGOED TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON WEDNESDAY 11TH OCTOBER 2017 AT 4:00PM**

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PRESENT:

Councillors:

Collis, D. T. Davies, L. Harding, D. Price, S. Morgan

Together with:

Town & Community Councillor V. Stephens, Inspector O'Keefe & Mr D Collins (Bargoed Chamber of Trade)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader – Urban Renewal), S. Wilcox (Assistant Town Centre Manager), P. Hudson (Marketing and Events Manager), & A. Jones (Clerk)

#### **1. TO APPOINT A CHAIR AND VICE CHAIR**

Mr Highway opened the meeting and requested nominations for Chair.

Councillor Harding nominated Councillor D T Davies and was seconded by Councillor S Morgan.

Councillor Davies thanked members for nominating him and accepted the post and took over the meeting as Chair.

Councillor Davies invited members to nominate for Vice Chair.

Councillor S Morgan nominated Councillor A. Collis this was seconded by Councillor D. Price.

Councillor Collis accepted the post.

#### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor C Andrews, Town Councillor S Horton.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the beginning or during the course of the meeting.

### **4. MINUTES – 5TH OCTOBER 2016**

The minutes were taken as read.

### **REPORTS OF OFFICERS**

### **5. UPDATE ON MATTERS RELATING TO BARGOED TOWN**

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

Members were referred to update 1 in the report relating to the new 'Unique Places' document.

Mr Highway provided information on the document and advised that a hard copy would be available, the document would also be included in welcome packs given to new businesses.

The Chair requested that copies be provided to the group. Mr Highway confirmed he would arrange that.

The Chair thanked Mr Highway.

Members were referred to update 2 in the report on the 'Choose the High Street' Christmas Voucher Booklet. Mr Highway informed the group that there were already 21 offers which is a good response. Booklets will be available in Morrisons and the library in Bargoed.

Mr Highway thanked Mr Wilcox for all his work. The Chair thanked Mr Highway.

Members were referred to update 3 in the report on Retail Plateau Phase 2.

Mr Dallimore advised that the first two paragraphs in the update is a background. Dialogue is ongoing. Approval for negotiations for the sale of land is taking place and heads of terms have been received. This will be referred to Cabinet as part of the process.

There is interest in the site and discussions are taking place with a pub/restaurant chain who view Bargoed as a strong site. Mr Dallimore is not able to disclose the name of the chain at present as the matter is commercially sensitive.

The group discussed the benefit of a pub/restaurant chain going on the site and saw it as positive step, rather than leaving the site as it is.

Members were referred to update 4 in the report on Lowri Plaza Lettings.

Mr Dallimore presented the update to the group. The group discussed the empty shops in High Street and commented on how footfall in the North of the town is low.

The Chair asked if there had been enquires made concerning these empty premises. Mr Collins confirmed that he had heard that there was interest in the former Greggs shop.

Members were referred to update 5 in the report on Bus Stop outside Gough Solicitors.

Mr Highway referred to the update and advised the group that he and other officers had met with Mr Gough and the local members. The outcome is that there is no scope to relocate the bus stop.

Members were referred to update 6 in the report on summer and Christmas Events.

The Group were informed that the Cinema event with a broadcast from Luke Evans was very successful. Luke's dad stayed until the end and he was very grateful to see a very good turnout.

Mr Hudson advised that arrangements for the Christmas event, is on target and he is looking to accommodate attractions being mindful that some shops have requested that they do not want them outside their premises. Councillor Stephens asked how much the cost was for the stalls. Mr Hudson confirmed the charge is £40 which is the same charge as last year.

In respect of the ice rink, the store manager of Morrison's has advised that the original date is not suitable. Mr Highway has been liaising with the temporary manager to agree an alternative one. A new company has expressed an interest in providing the rink and Mr Hudson is in discussions with them.

Councillor Llewellyn advised that the Town Council contribute a significant amount to the event and will look to replicate it again.

The Town Council will look to collaborate with the Council for the Christmas market by adding a Christmas lights switch on and big screen event.

The group discussed problems with the Christmas lights and Mr Dallimore agreed to meet with Tom to resolve any issues.

The group discussed the amount of contribution the Town Council provide for the events. It was agreed that Bargoed Town Council contribute a significant amount to the events. The Chair requested figures of what each town council contributes to the events held within their towns.

Members were referred to update 7 in the report on 'Choose the High Street' Retail Property Index.

Mr Highway confirmed that this information is available as a PDF document on Caerphilly Council Website.

Mr Highway would arrange to send copies to the Town Council if requested that if anyone wanted any further information to contact either himself or Mr Wilcox.

Members were referred to update 8 in the report on Procurement of a new Footfall Counter.

Mr Wilcox confirmed that feedback on the figures generated would be available once the new system is verified and calibrated. The Chair thanked Mr Wilcox the update.

Members were referred to update 9 on Parking Enforcement.

Mr Highway advised that this is an issue that has been raised in other meetings and reassured the group that it was currently being considered by the Council and that Officers would be working alongside colleagues in neighbouring authorities and Gwent Police to explore the various options available. The matter had been placed on the forward work programme for the Regeneration and Environment Scrutiny Committee and would be considered in due course by Cabinet and full Council.

Members discussed current parking issues, the pressures on Gwent Police resources and its impact on illegal parking on the town. It was clarified that Gwent Police would still have obligations under the Road Traffic Act for some parking offences whilst others would be transferred to Civil Parking Enforcement in whichever way the council determined. It was noted that there was a statutory process to be followed which must be approved by Welsh Government.

The group discussed the issues with the Inspector who confirmed that the police will continue to work with the Council when the need arises.

Members of the group raised concerns over the double yellow lines that are not clearly visible, vehicles parking in bays and on pavements.

Mr Dallimore advised that he has met with Dean Smith from Traffic Management who will be looking at the process to deal with these issues.

Councillor Collis advised that a lot of the problems are traders who are parking in the bays and this should be stopped. The group discussed possibly having 30 minutes parking restrictions which will need to be discussed with Traffic Management.

The group were advised by Councillor Morgan that until the five authorities have decided on what will happen with enforcement nothing can be done.

The Chair thanked the Officers for the update.

## **6. BARGOED TOWN CENTRE AUDIT**

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

Steps Hanbury Road. Mr Dallimore advised that he met with Highways on site who confirmed that the works to be carried out include grubbing out weeds, re-painting, cleaning. The product overlay system of vertical cladding over falling steps is being looked at, but it has not as yet been evaluated. Therefore, a short term solution will be the only option for this financial year. No timeframe for works yet but this will be brought back to future meeting.

Faded decorative text on bus station link. No budget exists at present.

Re-setting of bollard Hanbury Square. Mr Dallimore confirmed he is looking to progress this.

Vandalism Bus Station. Mr Highway has raised the issue with Transportation colleagues.

Councillors raised issue over cleanliness of daffodils. Mr Dallimore will look at the issue.

Mr Highway raised the issue of the damage to bin in the Square. Mr Dallimore will visit tomorrow and look at the bin in the bus stop. The supplier will look to see if dent can be resolved.

Mr Dallimore raised the issue of damage Lowy Plaza where stones are missing. The group were advised that an inspection revealed that a number of coping stones had been taken and Mr Dallimore is looking to have them replaced.

There were no further issues raised.

The meeting closed at 17:38pm

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CHAIR



## **BLACKWOOD TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY 19TH SEPTEMBER 2017 AT 2:00PM**

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PRESENT:

Councillors:

T. Williams, K Etheridge, N. Dix, A. Farina-Childs, S. Morgan

Together with:

Town & Community Councillor B. Baber & Mr J Hold (Clerk)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader – Urban Renewal), S. Wilcox (Assistant Town Centre Manager), P. Hudson (Marketing and Events Manager), & A. Jones (Clerk)

#### **1. TO APPOINT A CHAIR AND VICE CHAIR**

Mr Highway opened the meeting and requested nominations for Chair.

Councillor Dix nominated Councillor T Williams and was seconded by Councillor S Morgan.

The vote was 2 for and 2 against. Councillor Morgan had the casting vote under the Terms of Reference and nominated Councillor Williams.

Councillor Williams thanked members for nominating him and accepted the post and took over the meeting as Chair.

Councillor Williams invited members to nominate for Vice Chair.

Councillor S Morgan nominated Councillor A. Farina-Childs this was seconded by Councillor K Etheridge.

Councillor Etheridge raised changing the Terms of Reference to allow Town Councillors to be appointed to Chair and Vice Chair posts

Councillor Etheridge was advised by Mrs Sullivan that Town Councillors cannot be appointed under the Terms of Reference and if this was to change it would need to go to all Town Centre Management Groups for approval. If the five Town Centre Management Groups approved the change the next step would be for the matter to be referred to the appropriate Scrutiny committee and then onto Cabinet.

Mr Highway advised that the group could take a vote and Councillor Williams offered to place this on the agenda for the next meeting if the Group wanted it.

The Chair invited the group to vote on the matter, it was agreed to place the item on the agenda for the next Blackwood TCMG meeting

## **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D T Davies, Community Councillor D. Jones & Mr H Edwards (Blackwood Retail Partnership)

## **3. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the beginning or during the course of the meeting.

## **4. MINUTES – 19TH SEPTEMBER 2017**

The minutes were taken as read.

Matters arising on page 4. The group were advised that there was an update on the Red Lion in the report to follow.

There were no further matters raised.

## **REPORTS OF OFFICERS**

### **5. UPDATE ON MATTERS RELATING TO BLACKWOOD TOWN**

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

Members were referred to update 1 in the report relating to the time of meeting. Mr J Hold requested that the time be changed to 5pm. The group discussed changing the time but a majority agreed for the time to remain at 2pm.

Members were referred to update 2 in the report on Unique Places. Mr Highway provided information on the new document and advised that a hard copy would be available, the document would also be included in welcome packs to new businesses.

The Chair requested that copies be provided to the group. Mr Highway confirmed he would arrange that.

Councillor Dix stated that it was a good idea and will assist in future regeneration Councillor Morgan also agreed.

Councillor Morgan asked if this was circulated to commercial estate agents. Mr Highway confirmed copies are sent to agents if requested. Councillor A Farina-Childs requested copies for the Town Council too. Mr Highway confirmed he would arrange to send copies to the town council and Mrs Sullivan will arrange for pdf copies to be sent to clerks.

The Chair thanked Mr Highway.

Members were referred to update 3 in the report on the 'Choose the High Street' Christmas Voucher Booklet. Mr Highway informed the group that there were already 30 offers which is a good response.

Councillor Dix stated that retailers need to support the scheme and seize the opportunity to promote their business.

Mr Highway thanked Mr Wilcox for all his work. The Chair thanked Mr Highway.

Members were referred to update 4 in the report on Red Lion Site. Mr Dallimore advised the group that the site will be on agenda for quite some time.

Mr Dallimore advised that a planning application granted in 2017 is for two blocks of flats. Contracts hopefully are to be exchanged next month, with a start date on site later in the year.

Mr Hudson raised issues with noise from the flats being next to the Miners Institute.

Councillors raised concerns over the loss of car parking spaces and asked if the car park would remain open when development works are taking place.

Mr Dallimore responded that he was not sure whether the car park could still be used and would get a method statement from the contractors and put any views forward.

The Chair asked if it would be possible for a site meeting to be arranged with the developer.

Mr Dallimore agreed that a pre commencement meeting with the contractor/client could be arranged and would advise on a date at a future meeting.

Mr Highway advised that car parking is on a programme for Regeneration and Scrutiny.

Mrs Sullivan advised that a report on the matter will be going to future meeting of the Regeneration and Task & Finish Group.

Members were referred to update 5 in the report on Barclays Bank Site.

Mr Dallimore advised that consultation took place 18 months ago to discuss what would go on site, but at the time this was not financially viable.

The Authority is in dialogue with Welsh Government but unable to give any further information at this time.

The group were concerned about illegal parking in the bay outside the windows retailers (next to Barclays bank). Mr Dallimore advised that a traffic order would need to be in place to remove the bay and he would speak to colleagues in Traffic Management about the Traffic Regulation Order.

Members were referred to update 6 in the report on Toilet block. Mr Dallimore read out the following update provided by Michael Jones (Principal Enforcement Officer)

*I am now able to inform you that notice under Section 215 of the Planning Act have been issued and served on those persons we believe to be the owners of the land. Those notices will come into effect on 12<sup>th</sup> October 2017 (at least 28 days has to be allowed between the date the notice is issued and before the notices are effective to allow the recipients the opportunity to appeal against the notice.) The notice requires that all the overgrowth is cut back and the resulting material together with any litter, rubbish or debris present is removed from the land and that the windows and doors of the building are secured shut. They have one calendar month to complete the works.*



Mr Dallimore advised that Mr Jones has had a productive dialogue with the owner.

With reference to the sites future, Mr Dallimore requested that if the group have any ideas for the site please would they contact him.

Councillor Dix wished to thank Mr Dallimore and Mr Jones for their hard work.

Members were referred to update 7 in the report on summer and Christmas Events.

Mr Hudson advised that there are two key Council led events in the Blackwood town centre events programme The Beach Party and Christmas Market.

The group were advised that both events are well attended with over 10,000 visitors and no issues have been raised.

Mr Hold advised that the Town Council organise entertainment stages and put on dances, music, Christmas sleigh & light and they will be looking to explore with officers how to integrate with the two events.

Mr Hudson confirmed that retailers were supportive and took an active role.

The Chair thanked Mr Hudson for his update.

Members were referred to update 8 in the report on 'Choose the High Street' Retail Property Index.

Mr Highway confirmed that this information is available as a PDF document on Caerphilly Council Website.

Mr Highway would arrange to send copies to the Town Council and requested that if anyone wanted any further information to contact either himself or Mr Wilcox.

Members were referred to update 9 in the report on Procurement of a new Footfall Counter.

Mr Wilcox confirmed that feedback on the figures generated would be available once the new system is verified and calibrated. The Chair thanked Mr Wilcox the update.

Members were referred to update 10 in the report on Aldi.

Mr Highway advised the group that the property has been purchased by DWP and work is ongoing to convert the unit into office space.

Members were referred to update 11 in the report on former Poundstretchers site.

Mr Highway advised that the Insurance claim is still to be settled.

Members were referred to update 12 in the report on Parking Enforcement.

Mr Highway read out the update in the report.

Councillor Morgan confirmed that this will be going to Regeneration Scrutiny Committee in October and again in March. The consultation is a long process and involves five Local Authorities.

The group discussed the interim arrangements and were advised that the Police will still be dealing with any parking enforcement for the foreseeable future.

Mr Highway advised the group that the report provided is a in new a style and if members of the group would like any items listed for future meetings please would they let him know.

Councillor Etheridge and other members of the group raised concerns over Relay taxi drivers parking on pavements and other vehicles parking in loading bays.

Mr Highway confirmed that he would raise these concerns with the Police Inspector.

Councillor Morgan advised that possibly CCTV cameras could be checked to help to identify these issues too.

Mr Highway confirmed that he would clarify this with Mr Carl Nesling whose teams monitor the CCTV cameras.

Mr Hold wished to inform the group of an event where the Blackwood Historical Society in 2020 will be the bicentenary of first houses being occupied in Blackwood. Mr Dallimore advised that the authority may have some historical maps in their records which could be provided.

## **6. BLACKWOOD TOWN CENTRE AUDIT**

Mr Highway presented the audit and the following items were raised

Litter bin fires. Councillor Dix was concerned that this is now a weekly occurrence on a Friday evening with youths taking retailers bins and setting them on fire. The Fire Service is called out regularly and the Council's Cleansing team also attend to clean up the area of rubbish and melted plastic.

The group were advised that this will be monitored.

There were no further issues raised.

The meeting closed at 15:16pm

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CHAIR



## **CAERPHILLY TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY 3RD OCTOBER 2017 AT 2:00PM**

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PRESENT:

Councillors:

C Elsbury, J Fussell, B Jones, S Kent

Together with:

Town & Community Councillor Mrs J Hibbert, Mrs L Williams, Mr J Dilworth (Clerk), Mr C Thomas (Centre Manager Castle Court), Mr Tidridge (Heol Trecastell Residents Association)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader – Urban Renewal), P. Hudson (Marketing and Events Manager), S. Wilcox (Assistant Town Centre Manager), K. Dowdall (Senior Engineer), M Reynolds (Project Manager), R. Collins (Contract Supervisor), C Jones & N Rolfe (Walters) & A. Jones (Clerk)

#### **1. TO APPOINT A CHAIR AND VICE CHAIR**

Mr Highway opened the meeting and requested nominations for Chair. Councillor S Morgan nominated Councillor B Jones and this nomination was seconded by Councillor Elsbury.

Councillor B Jones took the Chair and invited nominations for Vice Chair. Councillor S Morgan nominated Councillor Elsbury and this nomination was seconded by Councillor Kent.

Councillor Elsbury accepted the position.

#### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P. Bevan, D.T. Davies, C. Forehead, J. Pritchard, Town & Community Councillor Professor Deacon, Mr Jones (Tommy Cooper Society).

#### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the beginning or during the course of the meeting.

#### **4. MINUTES – 7TH MARCH 2017**

The minutes were taken as read.

The Chair informed the group that she had spoken with Mr Whetter, following the previous meeting and discussed the Go2 MyTown website.

Mr Highway advised that the decision was made as part of the Medium Term Financial plan and a version of the Retail Property Index is on the Council's website as PDF document. I.T department have been asked to procure a developer for a new stand-alone Choose the High Street site.

The group were advised that following discussions this is ongoing and not concluded.

#### **REPORTS OF OFFICERS**

#### **5. UPDATE ON MATTERS RELATING TO CAERPHILLY TOWN**

Andrew Highway (Town Centre Development Manager) introduced with report which provided an update on matters relating to Caerphilly Town and introduced Kate Dowdall and representatives from Walters to update the group on the Pwll y Pant Roundabout works.

Ms Dowdall introduced herself, officers and representatives from Walters to the group.

Ms Dowdall advised the group that a presentation was given to the group approximately a year ago she then passed plans around showing the improvement infrastructure that was agreed back in 2008.

The plans showed how pedestrian crossings by Pwll y Pant had to be incorporated and discussed how full-time/partial time signalisation will be introduced to enable easier flow of traffic.

The group were advised that there is a lot of infrastructure works that need to be carried out which include the diverting of sewers, gas main, power cables and construction of retaining walls.

There have been a number of issues with land ownership & ecology issues have needed to be addressed in relation to slow worms all of which has had to be funded.

The group were advised that the works have been well publicised for businesses and residents. There are three planned public information days where the contractor will be available to address any concerns. There is a dedicated website, news line feature, newspapers publicity and residents have been contacted to keep the community updated on the works. Residents have been encouraged to sign up to the road works alerts and email alerts.

Councillor Kent asked if other authorities have been notified of the disruptions. Ms Dowdall advised that all Councils were sent an email asking them to place the works and disruptions on their websites.

The group discussed problems with queueing at its busiest times but were advised it is difficult as there are no alternative routes so queueing will be inevitable.

Mr Rolfe advised that it is difficult as constraints within the tender means that one lane has to remain open in all directions. The group were advised that the works have been planned as sympathetically as possible to reduce and keep the disruption to as minimal as possible.

Councillor Kent questioned the timing of the works and would there be an economic impact starting the works in the winter.

Ms Dowdall advised that there was 1.5 million funding from Welsh Government which had to be spent by March under strict financial constraints. The Authority would have preferred more time but there is a tight schedule to organise and get things in place.

Members raised concerns as to whether the works would improve the traffic. Ms Dowdall advised that it is difficult to assess this until the works are completed but given the traffic modelling undertaken in 2013 and 2015 and based on the LDP plan, the scheme should make a difference and accommodate future developments too.

The group discussed how signalling would be monitored and adjusted to allow the best flow of traffic around the roundabout.

Councillor Elsbury advised that the modelling of this work is based on the current LDP which did not have developments at Pandy Road and Gwern y Doman & Virginia Park these sites may result in potentially 2500 extra cars on the road.

Councillor Elsbury asked if there was anything in place to help retailers.

Ms Dowdall advised that they would not be entitled to compensation as this is for residential properties only under the part 1 claims. Businesses would need to contact the valuation office which deals with Business Rates.

Ms Dowdall advised that part 1 claims are payable to residential properties 12 months after the roadworks have been completed if applied for.

The group discussed problems with areas such as: Llanbradach and Pandy Mawr Lane. Ms Dowdall confirmed that these will be monitored.

The group were advised that a number of designs were considered but due to the location and restriction of the site the design options are limited.

Councillor Fussell asked if HGV companies have been notified of works and disruptions.

The group were advised that a lot of publicity has been carried out for residents and businesses and the wider public. Signs are on display, notices advertised and information has been placed on websites. Mr Dean Smith from Traffic Management has also contacted freight companies.

The Chair thanked Ms Dowdall and Walters for their update.

Members were referred to update 1 provided in the report on Unique Places. The Chair thanked Mr Highway

Members were referred to update 2 provided in the report on 'Choose the High Street' Christmas Voucher Booklet.

Mr Highway informed the group that so far there were only 20 offers in Caerphilly town centre this year compared to 40 in the previous year. The Chair thanked Mr Highway

Members were referred to update 4 provided in the report for Park Lane. The Chair thanked Mr Dallimore and stated that this was good news.

The Chair raised concern over the current condition of 73 Cardiff Road. Mr Highway confirmed that he advised colleagues in Building Control and also Planning Enforcement. Consideration was being given to writing to the owner to request that the buildings appearance is improved

Members were referred to update 5 provided in the report on Public Realm works by the visitor centre.

Councillor Elsbury confirmed that in relation to the works mentioned in the last paragraph, these have been completed and would like to pass on thanks to Mr Glenn Cooper for a fantastic job.

Mr Dallimore informed the group that the authority will be looking to place artwork there and Mr Cooper will be looking at surface and contacting members for school involvement. The Chair thanked Mr Dallimore and Mr Highway for update.

Members were referred to update 6 provided in the report on Workingmen's Hall. It was raised as to whether or not the funding previously agreed has been used. Mr Highway confirmed that the monies are still set aside and the work is planned.

Members were referred to update 7 provided in the report on summer and Christmas Events. Mr Hudson advised that the weather hindered the events. The Big Cheese brings people from all over the world and the Christmas market brings in large numbers of visitors by coaches from all of the Country.

There was additional security in place this year which had a positive impact on antisocial behaviour. Ms D Stephens (Pub watch) said that it was a massive success with very little anti- social behaviour and a pro-active and discreet police presence. Feedback from Pub watch was also positive.

Mr Hudson thanked Ms Stephens for her comments.

Mr Thomas (Centre Manager) advised the group that he has been liaising with the Events Team on ways to integrate the events planned in the Castle Court Shopping Centre with the wider town centre events programme. Mr Highway thanked Mr Thomas for his attendance at the meeting and support.

Members were referred to update 8 provided in the report on 'Choose the High Street Property Index'. Mr Highway confirmed that this information is available as a PDF document on Caerphilly Council Website.

Members were referred to update 9 provided in the report on Procurement of footfall counter. Mr Wilcox confirmed that feedback on the figures generated would be available once the new system is verified and calibrated. Mr Highway and the Chair thanked Mr Wilcox for all the hard work put in with liaising with the new provider.

Members were referred to update 10 Air Quality. Mr Highway advised the group that if there are any questions the members can contact Maria Godfrey directly and she will be happy to answer any queries

Members were referred to update 11 Parking Enforcement. Mr Highways advised that this is an issue that has been raised in other meetings and reassured the group that it was currently being considered by the Council and that Officers would be working alongside colleagues in neighbouring authorities and Gwent Police to explore the various options available. The matter had been place on the forward work programme for the Regeneration and Environment Scrutiny Committee and would be subject to full consultation processes before its consideration by Cabinet and approval by Council.

Members discussed current parking issues, the pressures on Gwent Police resources and its impact on illegal parking on the town. It was clarified that Gwent Police would still have obligations under the Road Traffic Act for some parking offences but that the majority of illegal parking would be subject to Civil Parking Enforcement in whichever way the council determined. It was noted that there was a statutory process to be followed which must be approved by Welsh Government.

The Chair thanked the Officers for the update.

Having fully considered its content the Caerphilly Town Centre Management Group noted the update report.

## **6. CAERPHILLY TOWN CENTRE AUDIT**

Mr Highway presented the audit and the following items were raised

Homeless group have identified 3 individuals and a case officer is working with them on a one to one basis to provide help.

Mr Highway advised that the police are looking at patterns of behaviour where individuals are begging and trying to educate the public.

The group were advised that a donation of bulbs from Trethomas allotments has been given for the floral displays.

Ms Stephens has advised that the street café works very well. Mr Highway thanked Ms Stephens and Pubwatch members for their work on the scheme and in particular their support for the volunteers who run it.

There were no further issues raised on the audit.

Mr Highway read out a letter received from the Tommy Cooper Society who wished to thank Cadw for the Tommy Cooper Fez-tival which was held in the Castle on Sunday 15<sup>th</sup> April 2017 and was attended by several thousand families and entertained by comedians and magicians. There was extensive media coverage and all proceeds were donated to Cadw for the defibrillator fund.

Mr Jones confirmed that a second fez-tival will be held on the 15<sup>th</sup> April 2018 and hoped that the Council and Cadw would see the value of the fez-tival to the area.

The meeting closed at 15:48pm

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CHAIR



## **RISCA TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY 17TH OCTOBER 2017 AT 2:00PM**

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PRESENT:

Councillors:

N George, S Morgan, B Owen, R Whiting

Together with:

Town & Community Councillor B Hancock, B Campbell (Clerk Risca Town Council)

Also:

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

#### **1. TO APPOINT A CHAIR AND VICE CHAIR**

Mr Highway opened the meeting and requested nominations for Chair.

Councillor Morgan nominated Councillor R Whiting and was seconded by Councillor N George.

Councillor Whiting accepted the post and took over the meeting as Chair. Councillor Whiting invited members to nominate for Vice Chair.

Councillor S Morgan nominated Councillor N George this was seconded by Councillor Whiting. Councillor George accepted the role

#### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D T Davies, A. Leonard, P. Leonard and Mr P Hudson (Marketing & Events Manager)

#### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the beginning or during the course of the meeting.



#### **4. MINUTES – 17TH OCTOBER 2017**

The minutes were taken as read.

#### **REPORTS OF OFFICERS**

#### **5. UPDATE ON MATTERS RELATING TO RISCATOWN**

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

Members were referred to update 1 in the report relating to a new 'Unique Places' document. Mr Highway provided information on the document and advised that a hard copy would be available and that the document would also be included in welcome packs to new businesses.

Councillor Owen advised that the booklet states that the train services are from Risca to Newport but this is incorrect as it should state from Risca to Cardiff.

Mr Highway thanked Councillor Owen and agreed to have this amended.

Members were referred to update 2 in the report on 'Choose the High Street' Christmas Voucher Booklet. Mr Highway informed the group that there were already 30 offers which is a good response.

Mr Hancock confirmed that if the scheme is run next year he would be willing to encourage more retailers to join in.

Mr Highway thanked Mr Wilcox for all his work. The Chair thanked Mr Highway

Members were referred to update 3 in the report on the Section 106 Monies.

Mr Dallimore provided the group with a background to the Section 106 monies. The group were advised that Mr Dallimore is going to be setting up a meeting with local members to discuss how the money is to be spent and any views from this Town Centre Management Group would be brought to Cabinet.

Mr Hancock raised the possible relocation of the cuckoo statue to Risca not Pontymister.

Mr Dallimore advised that a sub group will be set up with an objective to identify a new location for the statue.

Councillor Owens advised that he has been looking at possible sites and has identified an area of land that is owned by a local businessman who is willing to give the land to the people of Risca as a garden with a covenant that the Town Council would take on the responsibilities of maintaining the site.

Mr Dallimore advised that there is an unkempt site which has also been identified, which is a triangular area to the North of the town centre and he would be seeking to involve local community groups.

Councillor Owen confirmed that this would be a good location as it is on the main road so people would see the statue.

Mr Dallimore confirmed that he has engaged with Parks Services in November to tidy the present location.

The group discussed the advertisements on the railings by Tesco. Mr Highway advised that officers have looked at powers under the planning process to remove them in the past

Mr Dallimore advised that he would arrange for inspectors to go onsite and check. The group were advised that Tesco are allowed a certain amount of advertisement but others cannot place adverts on the railings.

It was raised that the reptiles and wild orchids have never been seen on the site, the group were advised that officers will speak to ecologists concerning this.

The group discussed whether the residual monies could be used towards a more permanent location for the Town Council, a bungalow has provisionally being identified on the Brooklands site in Commercial Street.

Mr Dallimore requested further information from the Town Council which he would pass to Mr Broadhurst in the Councils Property Services section for consideration.

Mr Dallimore confirmed that he would liaise with Property Services on building availability and lease terms. The group were advised to discuss any issues reference leasing premises with Bargoed Town Council as they have experience of this.

The group discussed the demolition of the Brooklands site and the possibility of reusing and reclaiming the bricks for local projects within the area.

Members were referred to update 4 in the report on Monmouthshire and Brecon canal adventure triangle.

Mr Dallimore presented the update in the report and advised that discussions are ongoing and should have more news in the next few months.

Members were referred to update 5 in the report on Summer and Christmas Events.

Mr Highway passed on apologies from Mr Hudson and read out the update provided in the report. Mr Highway passed on a message of thanks to the Town Council for their support with the event.

Mr Campbell raised concern over the Christmas tree as it looked like it is dying. Mr Highway advised that he will discuss this with officers.

Members were referred to update 6 in the report on 'Choose the High Street' Property Index.

Mr Highway confirmed that this information is available as a PDF document on Caerphilly Council Website.

Mr Highway advised if the Town Council wanted any further information to contact Mr Wilcox.

Members were referred to update 7 in the report on Procurement of a new Footfall Counter.

Mr Wilcox confirmed that feedback on the figures generated would be available once the new system is verified and calibrated. The Chair thanked Mr Wilcox the update.

Members were referred to update 8 in the report on Parking Enforcement.

Mr Highway read out the update in the report.

Members were referred to update 11 Parking Enforcement. Mr Highways advised that this is an issue that has been raised in other meetings and reassured the group that it was currently being considered by the Council and that Officers would be working alongside colleagues in

neighbouring authorities and Gwent Police to explore the various options available. The matter had been placed on the forward work programme for the Regeneration and Environment Scrutiny Committee and would be subject to full consultation processes before its consideration by Cabinet and approval by Council.

Members discussed current parking issues, the pressures on Gwent Police resources and its impact on illegal parking on the town. It was clarified that Gwent Police would still have obligations under the Road Traffic Act for some parking offences but that the majority of illegal parking would be subject to Civil Parking Enforcement in whichever way the council determined. It was noted that there was a statutory process to be followed which must be approved by Welsh Government.

The Chair thanked the Officers for the update.

## **6. RISCA TOWN CENTRE AUDIT**

Mr Highway presented the audit and the following items were raised

Mr Highway confirmed that the repainting of the bollard outside bay leaf has not been completed and will ask Highways to review this.

Mr Wilcox will discuss with Highways the bollard that has been flattened outside the One Stop shop. Mr Highway advised that the Church Elders may look to install CCTV camera.

Mr Highway confirmed that the damaged bench outside Brooklands centre has been reported to Parks and officer will be repairing it.

The group discussed the possibility of the Town Council taking over the responsibility of the flowerbeds. Mr Hancock will discuss with the Town Council.

Mr Campbell advised that the cigarette bin outside Betfred is missing. Mr Wilcox will look into this.

There were no further issues raised.

The meeting closed at 15:27pm

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CHAIR