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For all enquiries relating to this agenda please contact Andrew Highway  
(Tel: 01443 866213 Email: [highway@caerphilly.gov.uk](mailto:highway@caerphilly.gov.uk))

**Date: 23rd June 2015**

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, 30th June, 2015** at **2.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## AGENDA

	Pages
1 Appointment of Chair.	
2 Appointment of Vice Chair.	
3 To receive apologies for absence.	
4 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.	

To receive and note the following minutes: -

A greener place Man gwyrddach



5 Risca Town Centre Minutes 31st March 2015.

1 - 4

To receive and note the following updates: -

6 Choose the High Street Update.

7 Parking Issues, enforcing 30 minutes parking & bus stop bays.

8 Cuckoo Statue Update.

9 Risca Town Centre Audit - April 2015.

5 - 10

**Circulation:**

Councillors Mrs E.M. Aldworth, D.T. Davies, N. George (Chair), Mrs P. A. Griffiths, K. James, Ms P. Leonard, R. Passmore (Vice Chair) and D. Rees

Town Councillors C. Edwards (Risca East), B. Hancock (Risca Town Council), D. Hobbs (Risca East), M. Parker (Risca Town Council), Robert Campbell (Clerk - Risca Town Council) and Mr G. James (Clerk Risca East)

**Other Organisations**

Inspector Carl Williams, Gwent Police



## RISCA TOWN CENTRE MANAGEMENT GROUP

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN PARK  
ON TUESDAY, 31ST MARCH 2015 AT 2.00 P.M.

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PRESENT:

Councillors:

N. George

Together with:

C. Edwards (Risca East), H. Dyer (Risca Town Council), Mr R Campbell (Clerk Risca Town Council), Insp C Williams (Gwent Police)

Also:

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

### 1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillors : E. Aldworth (Consultee), D. T Davies (Consultee), P. Griffiths, K. James, P. Leonard, R. Passmore, M. Parker (Risca Town), B. Hancock (Risca Town), Mr G James (Clerk Risca East), Inspector Muirhead (Gwent Police)

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. TO RECEIVE AND NOTE PREVIOUS MINUTES OF MEETING 11<sup>TH</sup> NOVEMBER 2014

Previous minutes noted.

### 4. APPOINTMENT OF CHAIR

This item was deferred to the next meeting as there were insufficient members to elect the Chair. Councillor George as existing chair was asked to proceed with the meeting.

### 5. APPOINTMENT OF VICE CHAIR

This item was deferred to the next meeting as there were insufficient members to elect the Vice Chair.

## **6. CHOOSE THE HIGH STREET @ CHRISTMAS – ANALYSIS REPORT**

Mr Highway presented the report to the group and discussed how the voucher scheme was a success for both retailers and the public.

The group were advised that throughout the five towns 90 offers were made and hopefully this will increase in future. Looking through the survey carried out, 91% of retailers stated that they would consider taking part in a future scheme.

From the feedback provided by the public, it is apparent that the key to a retailer's voucher being used was in the strength of the offer. Members were advised of comments listed in the appendix of the report.

Mr Highway and Mr Wilcox were thanked for the report and all their hard work.

## **7. CHOOSE THE HIGH STREET – PAST & PRESENT**

Mr Highway presented the report to the group and advised that this new initiative aims to re-connect people with their local town centre.

This new scheme was discussed with the group and members were asked if they had any old photographs, which could be used in a library exhibition.

The initiative will include an exhibition of archive photos held at the library in each town centre, as part of this there will be a competition where people will have the opportunity to win two £50 "Love to Shopping" vouchers. On the entry form people will be asked to complete the sentence – "I choose the high street because..." It is hoped to use some of these sentences in the future to further promote the town centres.

Mr Highway advised the group that there are not many photographs of Risca and would really appreciate any help in acquiring more photographs.

Mrs Hazel Dupree introduced herself to the group and advised that she is involved in decorating shop windows and will arrange for signs to go up in the shop to ask for people to come forward with any old photographs of the town.

Mrs Dupree advised that Morison's have some old photographs on display so it may be worth contacting them.

Councillor Edwards advised that the South Wales Argus run an article on past & present so they should have some old photographs.

## **8. UPDATE ON THE CUCKOO STATUE**

Mr Dallimore advised that the land around the cuckoo statue is difficult to maintain. There is currently a dialogue with Keep Wales Tidy with regards to carrying out the works and funding for the project. At present designs are being drawn up in addition a litter pick will involve local schools and Tesco staff

There will be a litter pick carried out in on the 16<sup>th</sup> April and later between April and May works will be undertaken in relation to the hedges and the habitat for slow worms. It is anticipated these will be done by the end of May.

The Chair asked if the back fence line could be looked at to tidy up. Mr Dallimore advised that he would make arrangements for it to be looked at.

**9. RISCA TOWN CENTRE AUDIT – FEBRUARY 2015**

Mr Highway presented the report to group and advised how the items get listed on the agenda.

Mr Dallimore advised that with regard to the new footbridge rear of Lidl there has been very little progress and legal issues are still being discussed.

Mr Highway confirmed that the issue of banners alongside the Highway is being monitored and photos of the banners have been provided to planning department. It is difficult to remove them if on private land.

Mr Dallimore advised that the condition of toilet block mural is a concern but unfortunately there is no budget at present.

Mr Highway brought to the groups attention a tree that has blown over in the park and blocking the path. This matter is being discussed with officers in parks.

There were no further issues on the agenda.

The meeting closed at 2.45 p.m.

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CHAIR

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## RISCA TOWN CENTRE AUDIT – APRIL 2015

DATE	ISSUE	DEPARTMENT	PROGRESS UPDATE
01/04/11	<p><b><u>Artwork</u></b>  <b><u>Tredegar Grounds, Tredegar Street</u></b>                      The possibility of some artwork within Tredegar Grounds Park will be investigated to enhance the appearance of the park.</p> <p><b><u>Park Interpretation</u></b>                      The history of the park is to be researched and interpretation facilities installed. A floorscape or plaque will be installed and local schools will be involved in the project to provide community involvement and ownership.</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>8/12 The Town Council is currently being consulted on the interpretation board text. A preferred supplier has been identified to produce the board.                      10/2 The toilet block mural has been completed. The interpretation board text is currently being refined, but a location and supplier has been identified.</p>
28/11/11	<p><b><u>New Footbridge</u></b>  <b><u>Rear of Lidl</u></b>                      It was agreed to use Section 106 monies from the Tesco superstore development in order to build a footbridge across the river linking the store with the existing town centre.</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>8/12 The S.106 agreement allowed a three-year period for completion of the bridge. Although this has now expired, Tesco has agreed to an extension. However, this agreement is informal at present.                      10/2 There has been no formal progress. Discussions between the legal departments of Tesco and Lidl are ongoing.</p>

26/11/13	<p><b><u>Banners alongside Highway</u></b>  <b><u>Tesco Extra, Pontymister Industrial Estate</u></b>          At the TCMG, Members expressed concern about the number of advertising banners that have been attached to railings on the access road to the Tesco Extra store &amp; KFC restaurant.</p>	<p><b>Regulatory Planning</b>  <i>Tim Stephens</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>8/12 Enforcement Officers are making contact with individual sign owners and seeking removal.          10/2 No update could be provided, but enforcement is being carried out when possible.</p>
26/11/13	<p><b><u>Condition of Land around Cuckoo Artwork</u></b>  <b><u>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>8/12 The S.106 agreement has been looked at and the minimum annual maintenance agreement is being complied with. However, more work is needed and a dialogue is ongoing.          10/2 The S.106 agreement has been looked at and it only contains a maintenance requirement of once per annum, which is not sufficient. Discussions between the Council's ecologist, the Community Partnership and Keep Wales Tidy are ongoing to look at maintaining the site and moving the slow worm habitat.</p>
03/02/14	<p><b><u>Toilet Block Mural</u></b>  <b><u>Tredeggar Grounds, Tredeggar Street</u></b>          A new mural is being developed, which will be painted onto the toilet block situated within Tredeggar Grounds.</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>8/12 The work is nearing completion.          10/2 The mural has been completed.  <b>Issue Closed 10/2</b></p>

19/05/14	<p><b><u>Choose the High Street Campaign</u></b>  <b><u>Town Centre</u></b>  Town Centre Management will be launching a summer campaign across the five managed towns, encouraging consumers to “Choose the High Street”. The scheme will run over the summer period and use several forms of media.</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>8/12 Updates to the TCMG are ongoing. The project is aimed to be long-term, with more initiatives launching in 2015.  10/2 This aspect of the campaign has now finished.  <b>Issue Closed 10/2</b></p>
10/06/14	<p><b><u>Renovation of Risca House Inn</u></b>  <b><u>Commercial Street</u></b>  A complaint has been received in relation to the renovation works on the former Risca House Inn. There is rubble in the car park area and workmen on site do not appear to be following health &amp; safety regulations.</p>	<p><b>Regulatory Planning</b>  <i>Tim Stephens</i></p>	<p><b>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</b></p> <p>8/12 A planning application for a two storey extension is currently being considered. The condition of the car park is deemed acceptable while renovation works are ongoing.  10/2 There is currently no issue with the car park. Planning consent for two storey extension is currently being considered.</p>
03/09/14	<p><b><u>Christmas Event</u></b>  <b><u>Town Centre</u></b>  Planning is underway for a Christmas event in the town centre, which is scheduled to take place on 6<sup>th</sup> December 2014.</p>	<p><b>Business Enterprise Support Team</b>  <i>Paul Hudson</i></p>	<p>6/10 Planning is ongoing.  8/12 The event was well-received and a report will be given to the TCMG in due course.  10/2 The event was successful and well-received.  <b>Issue Closed 10/2</b></p>

03/09/14	<p><b><u>“Choose The High Street @ Christmas” Campaign</u></b>  <b><u>Town Centre</u></b></p> <p>The “Choose the High Street” campaign is being extended to the Christmas period to encourage people to shop locally this Christmas. The scheme will involve a voucher scheme that all retailers will have the opportunity to sign up to.</p>	<p><b>Town Centre Management</b>  <i>Andrew Highway</i></p>	<p>6/10 A Christmas voucher booklet is being produced for the five managed towns. Retailers are currently being invited to submit offers.        8/12 40,000 voucher booklets have been distributed across the Borough. A supporting YouTube video is launching on 8/12.        10/2 The scheme was successfully completed.  <b>Issue Closed 10/2</b></p>
06/10/14	<p><b><u>Condition of Toilet Block Mural</u></b>  <b><u>Commercial Street</u></b></p> <p>At the TCIG, Cllr. George raised concerns about the condition of the mural on the disused toilet block on Commercial Street. The paint appears to be flaking at the bottom of the building.</p>	<p><b>Urban Renewal</b>  <i>Allan Dallimore</i></p>	<p>8/12 The problem has been caused by damp in the brickwork. As this is a disused building, there is no long-term solution to the problem.        10/2 It is not possible to solve the problem due to the building being disused.  <b>Issue Closed 10/2</b></p>
16/10/14	<p><b><u>Installation of Christmas Illuminations</u></b>  <b><u>Town Centre</u></b></p> <p>The lamp post banners are due to be removed for the Christmas period to make way for the festive illuminations that will be placed on lighting columns throughout the town centre.</p>	<p><b>Town Centre Management</b>  <i>Andrew Highway</i></p>	<p>8/12 The illuminations have been installed and no issues have been raised.        10/2 Complete.  <b>Issue Closed 10/2</b></p>
23/01/15	<p><b><u>Choose the High Street – Past &amp; Present</u></b>  <b><u>Town Centre</u></b></p> <p>The next phase of the Choose the High Street campaign will start in 2015. Entitled ‘Choose the High Street - Past &amp; Present’ the campaign will aim to reconnect people with their local town centre.</p>	<p><b>Town Centre Management</b>  <i>Andrew Highway</i></p>	<p>10/2 This is a new initiative for 2015. Archive photographs are currently being sourced and a public prize draw is being arranged.</p>

23/01/15	<p><b><u>Banner Changeovers</u></b>  <b><u>Town Centre</u></b>  The banners on the street lighting columns will be installed during February throughout the town centre.</p>	<p><b>Town Centre Management</b>  <i>Andrew Highway</i></p>	<p>10/2 The brief has been sent to the contractors and the banners are due to be in place by 26/2.</p>
10/02/15	<p><b><u>Parking Enforcement</u></b>  <b><u>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 Thomas</i></p>	
31/03/15	<p><b><u>Tree Blown Over</u></b>  <b><u>Tredegar Grounds, Tredegar Street</u></b>  Following a particularly severe storm, a tree was uprooted and is now lying on the ground blocking the footpath.</p>	<p><b>Parks</b>  <i>Derek Price</i></p>	

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