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Date: 7th July 2015

Dear Sir/Madam,

A meeting of the **Ystrad Mynach Town Centre Management Group** will be held in the **Ebbw Room, Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 14th July, 2015 at 3.15 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

A G E N D A

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 200, 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 Minutes of Meeting held on the 7th April 2015.

1 - 4

To receive and note the following updates: -

6 Choose the High Street Past & Present Update.

7 Christmas Market Update.

8 Siloh Square Chapel Community Garden Update from Councillor Angel.

9 Parking in Town Centre.

10 Pengam Road Speed Issues.

11 Ystrad Mynach Town Centre Audit - April 2015.

5 - 10

Circulation:

Councillors Mrs E.M. Aldworth, A. Angel (Chair), D. Bolter, D.T. Davies, K. James, M.P. James and J.A. Pritchard

Town Councillors Ms C. Mortimer (Clerk)

Other Organisations

Community Councillor D. Cushing

W. David, Gelligaer Community Council

Mr W. Jeff, Tredomen Allotments Association

Mr K. Jones, Ystrad Mynach Partnership

Dr M. Jorro, Rhymney Valley Music Club

Sergeant N. Mancino, Gwent Police

Inspector I. Muirhead, Gwent Police



YSTRAD MYNACH TOWN CENTRE MANAGEMENT GROUP

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE ON TUESDAY 7TH APRIL 2015 AT 2:00PM

PRESENT:

Councillors:

A. Angel, K. James, M. James, J. A. Pritchard, D. T. Davies

Together with:

Inspector Muirhead (Gwent Police), Mr W Jeff (Tredomen Allotments Association), Dr M Jorro (Rhymney Valley Music Club), Mr K Jones (Ystrad Mynach Partnership)

Also:

Mr S Wilcox (Assistant Town Centre Manager), P. Hudson (Marketing and Events Manager), A. Jones (Clerk)

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillors: Mr A. Highway (Town Centre Manager), Mr A Dallimore (Team Leader – Urban Renewal & Conservation)

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. TO NOTE THE PREVIOUS MINUTES OF MEETING HELD ON 25TH NOVEMBER 2014

Councillor Pritchard requested that the matter of the paving area in Siloh Square be looked at, as the area is very slippery. Removing the artwork has helped, but the yellow paviours across the area also become slippery. Mr Wilcox confirmed that he would refer the concerns to Mr Dallimore.

The previous minutes were taken as read.

4. UPDATE OF PARKING

Inspector Muirhead advised the group that officers have been enforcing parking restrictions by issuing tickets, which followed a period of driver education. The group were advised that improvements should be seen now that active enforcement is taking place.

The Chair stated that there is concern where there are traffic calming measures on Commercial Street, towards The Royal Oak at the lower end of the town. Drivers are not able to see clearly due to vehicles parking and obstructing views.

Councillor M James asked if it could be considered that the traffic calming be removed. This was discussed but no outcome reached as Ins Muirhead advised that this would need a revision of the area's Traffic Regulation Order and the cost of removal is likely to be prohibitive in light of local authority budget constraints.

Councillor M James felt that if the car park at Oakfield Street was free, it would reduce illegal parking within the town. Councillor M James asked Mr Wilcox how many free and pay & display spaces are available in other town centres. Mr Wilcox agreed to ask Transportation colleagues to report back to a future meeting.

Mr K Jones advised that the main problem is outside the banks and the Non-Political Club where drivers park their vehicles and cause obstruction, particularly when buses or larger vehicles need to pass but are unable to, this then results in Bedwlwyn Road being gridlocked.

Councillor M James stated that this goes back to the bus stop being located where it is and we should be speaking to the bus companies to move the bus stop back around the corner. Mr Wilcox asked if the group wished to refer the matter back to the Transportation Department. The group stated that they would like a report presented to the next meeting.

5. CHOOSE THE HIGH STREET @ CHRISTMAS – ANALYSIS REPORT

Mr Wilcox 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.

6. CHOOSE THE HIGH STREET PAST & PRESENT

Mr Wilcox 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 £50 of "Love 2 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.

7. YSTRAD MYNACH CHRISTMAS MARKET 2015

Mr Hudson informed the group that the event has been running since 2006 and has been very successful.

The group were advised that due to the cut in budgets there is a reduced amount available for events throughout the five towns. Mr Hudson advised that there is a need to seek funding from other avenues.

Mr Hudson stated that he would not be in a position to confirm how much is available to contribute to the event until September.

Members expressed their concern of the time they would have to wait and that there would not be sufficient time to organise the event if additional funding could be found.

Members also expressed their concern over the fact that Ystrad Mynach has not received their share of the events budget compared to other towns.

Councillor K James advised that Ystrad Mynach became a managed town after budgets slumped, which is unfortunate. However, it was confirmed that Town Councils contribute towards the events in the other towns.

Councillor D T Davies informed the group that Bargoed Town Council contributes to all of its events.

The Chair advised that the Ystrad Mynach Partnership is coming to an end as numbers have dropped and not enough help is available to support the events.

Members requested that the next meeting be organised as quickly as possible to enable Mr Hudson to present a report on the budget position and how much can be contributed to the event.

Mr Hudson advised that he has already contacted a variety of stallholders to gauge interest and is waiting for them to confirm.

8. UPDATE FROM COUNCILLOR ANGEL ON SILOH CHAPEL COMMUNITY GARDEN

The Chair advised the group that the chapel is looking to install a prayer wall in different languages. This was discussed as a group and members raised concern over the possibility of the area being vandalised.

A request for funding has been referred to Ms Mortimer (Clerk).

The Chapel is also looking to landscape the entrance to the hall and install benches in the garden.

9. YSTRAD MYNACH AUDIT – FEBRUARY 2015

Mr Wilcox presented the audit report to the group and the following item was raised.

The group were advised that the banners for the eisteddfod would be in place within the next few weeks

There were no further issues on the audit.

Meeting closed at 16:08pm

CHAIR

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YSTRAD MYNACH TOWN CENTRE AUDIT – APRIL 2015

DATE	ISSUE	DEPARTMENT	PROGRESS UPDATE
01/07/13	<u>Repainting of Post Box</u> <u>Pengam Road/Bedwlyn Road</u> Paintwork on the post box in the town centre is flaking and worn.	Town Centre Management <i>Andrew Highway</i>	PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE 8/12 The work has still not been carried out and Royal Mail has been chased. 10/2 Royal Mail has been asked again to carry out the works.
01/07/13	<u>Damage to Artwork</u> <u>Siloh Square</u> The public artwork on Siloh Square has become damaged and worn and requires some repair work.	Urban Renewal <i>Allan Dallimore</i>	PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE 8/12 The TCMG agreed for the artwork to be replaced with paviours. 10/2 The artwork is due to be removed within the next 3-4 weeks.
01/07/13	<u>Repaint Postbox</u> <u>O/S Post Office, Penallta Road</u> The postbox outside the Post Office is worn, requiring fresh paintwork.	Town Centre Management <i>Andrew Highway</i>	PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE 8/12 The work has still not been carried out and Royal Mail has been chased. 10/2 Royal Mail has been asked again to carry out the works.

03/10/13	<p><u>Review of Traffic Order</u></p> <p><u>Town Centre</u></p> <p>Following a request by the Police, various aspects of the Traffic Regulation Order for the town centre will be reviewed.</p>	<p>Transportation</p> <p><i>Clive Campbell</i></p>	<p>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</p> <p>8/12 The consultation is complete and no objections were raised. Traffic Order will be put in place in Spring 2015.</p> <p>10/2 The public notice period has ended and no objections were received. Revisions will be implemented by the end of the financial year.</p>
03/12/13	<p><u>Taxi Rank Assessment</u></p> <p><u>Pengam Road</u></p> <p>At the TCMG, local Members requested that Officers make an assessment of the level of usage of the taxi rank on Pengam Road.</p>	<p>Transportation</p> <p><i>Clive Campbell</i></p>	<p>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</p> <p>8/12 The consultation is complete and no objections were raised. Traffic Order will be put in place in Spring 2015.</p> <p>10/2 This forms part of the revised Traffic Order and will be implemented by the end of the financial year.</p>
19/05/14	<p><u>Choose the High Street Campaign</u></p> <p><u>Town Centre</u></p> <p>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>Town Centre Management</p> <p><i>Andrew Highway</i></p>	<p>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</p> <p>8/12 Updates to the TCMG are ongoing. The project is aimed to be long-term, with more initiatives launching in 2015.</p> <p>10/2 This aspect of the campaign has now finished.</p> <p style="background-color: yellow;">Issue Closed 10/2</p>

02/06/14	<p><u>Illegal Parking</u></p> <p><u>Town Centre</u></p> <p>Cllr. Angel raised concerns with regards to the amount of illegal parking within the Town Centre and the disruption caused.</p>	<p>Police</p> <p><i>Ins Muirhead</i></p>	<p>PLEASE SEE PREVIOUS AUDITS FOR A FULL HISTORY OF THIS ISSUE</p> <p>8/12 Education and enforcement is ongoing.</p> <p>10/2 An education campaign took place, which didn't appear to improve the situation. Enforcement will now be carried out.</p>
03/09/14	<p><u>"Choose The High Street @ Christmas"</u></p> <p><u>Campaign</u></p> <p><u>Town Centre</u></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>Town Centre Management</p> <p><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.</p> <p>25/11 Update to TCMG.</p> <p>8/12 40,000 voucher booklets have been distributed across the Borough. A supporting YouTube video is launching on 8/12.</p> <p>10/2 The scheme was successfully completed.</p> <p>Issue Closed 10/2</p>
16/10/14	<p><u>Installation of Christmas Illuminations</u></p> <p><u>Town Centre</u></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>Town Centre Management</p> <p><i>Andrew Highway</i></p>	<p>8/12 The illuminations have been installed and no issues have been raised.</p> <p>10/2 Complete.</p> <p>Issue Closed 10/2</p>

25/11/14	<p>Traffic Congestion Blocking Path of Emergency Vehicles</p> <p>Town Centre</p> <p>At the TCMG 25/11 members asked the Police examine if their vehicles when engaged in emergency calls, were impeded in their passage through the town centre beyond what was to be expected at such a location.</p>	<p>Police <i>Ins Muirhead</i></p>	<p>8/12 No update could be provided. 10/2 Police Officers are continuing to monitor the situation as part of the ongoing enforcement.</p>
25/11/14	<p>Traffic Order Suitability Assessment</p> <p>Bedwlwyn Road</p> <p>At the TCMG 25/11 members asked the Police to look at the parking restrictions in the vicinity of the bus stop and assess their suitability.</p>	<p>Police <i>Ins Muirhead</i></p>	<p>8/12 No update could be provided. 10/2 The Traffic Management sections within Gwent Police & CCBC have reviewed the order and are satisfied with the current restrictions.</p> <p>Issue Closed 10/2</p>
23/01/15	<p>Choose the High Street – Past & Present</p> <p>Town Centre</p> <p>The next phase of the Choose the High Street campaign will start in 2015. Entitled 'Choose the High Street - Past & Present' the campaign will aim to reconnect people with their local town centre.</p>	<p>Town Centre Management <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>Banner Changeovers</p> <p>Town Centre</p> <p>The banners on the street lighting columns will be installed during February throughout the town centre.</p>	<p>Town Centre Management <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>Big Spring Clean Event</p> <p>Town Centre</p> <p>A clean-up day is being arranged in conjunction with local schools, which is part of the "Big Spring Clean" campaign and will focus on the town centre.</p>	<p>Cleansing <i>Rhodri Lloyd</i></p>	

18/02/15	<p><u>Street Furniture Repainting</u></p> <p>Siloh Square</p> <p>The street furniture at the location has had its paintwork chipped and worn due to normal wear and tear. Repainting of the furniture is required to improve its appearance.</p>	<p>Highways</p> <p><i>Gavin Barry</i></p>	
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