



## CAERPHILLY TOWN CENTRE MANAGEMENT GROUP

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE ON TUESDAY 20TH OCTOBER 2015 AT 2:00PM

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PRESENT:

Councillors:

E. M. Aldworth (Consultee), C. Elsbury, C. Forehead, K. James, J. Pritchard

Together with:

Mr K Williams (Clerk Caerphilly Town Council), Mr J Dilworth (Clerk Van Community), Insp G Jones (Gwent Police), Mrs S Cooper (Caerphilly Access Group), Mrs T Undrey, Mrs D Hale, (Caerphilly Retailers Association), Mr K Robottom (Caerphilly Residents Association), Mr Tidridge (Heol Trecastell Residents Association), Mrs D Stephens (Caerphilly Pubwatch), Ms K Warrington (Caerphilly Workmens Hall), Mrs J Hibbert (Town Councillor)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader - Urban Renewal), R. Lloyd (Special Projects Officer), A. Jones (Clerk)

#### 1. APOLOGIES FOR ABSENCE

Councillors P. J. Bevan, D. T. Davies (Consultee), J Fussell, B. Jones, S. Kent, M. Prew, Professor R Deacon, Mr T Jones (Tommy Cooper Society), S. Wilcox (Assistant Town Centre Manager), K. Dowdall (Senior Engineer), M Godfrey (Environmental Health Officer)

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. MINUTES OF PREVIOUS MINUTES

The previous minutes were taken as read.

#### 4. SKATE PARK UPDATE

Mr Lloyd informed the group that the best location for the skate park would be in Morgan Jones Park. Mr Lloyd will work with Legal Services to progress the scheme and also make enquiries with regards to the availability of Section 106 monies.

Councillor Pritchard welcomed the news and supported the idea.

Mr Lloyd confirmed that further consultation will take place. Councillor Pritchard asked for confirmation of the time frame as to when work on the facility would begin following the consultation period.

Mr Lloyd advised that the matter would need to be initially referred to Procurement Services and a tender process undertaken.

Councillor Elsbury asked which financial year the monies be available from - Mr Lloyd confirmed it would be part of next financial years budget.

Councillor Elsbury welcomed the news but sought clarity on when the Council would lock the gates.

Mr Lloyd confirmed that the area would not be lit up and that Community Safety Wardens will be patrolling.

Mr Lloyd was thanked for his update.

## **5. 'CHOOSE THE HIGH STREET CHRISTMAS CAMPAIGN'**

Mr Highway presented the report to the group.

Members were advised that this year there will be a 'Choose the High Street' Christmas Voucher Booklet with over 100 offers, which is more than in 2014.

Mr Highway wished to thank the retailers for participating and also thank the Council's Graphics Team who designed the booklet and associated publicity material.

Councillor Elsbury thanked Mr Highway and team for their hard work and confirmed that the event is successful every year.

The Chair thanked Mr Highway for the report.

## **6. 'CHOOSE THE HIGH STREET PAST & PRESENT'**

Mr Highway presented the report to the group.

Mr Highway informed the group that the exhibitions were very successful and thanked Mr Wilcox for all of his hard work.

The group were advised that the only disappointment was with the lack of interest from the schools. Only Blackwood Comprehensive participated and they were very enthusiastic in bringing forward ideas for what they would like to see develop in Blackwood town centre.

The Chair thanked Mr Highway and Mr Wilcox for their hard work and the report.

## **7. SOUTH EAST WALES VACANCY REPORT**

Mr Highway passed on apologies for Mr Wilcox and presented the group with the report

Members discussed the figures of vacant premises within the table contained within the report. They were advised that these may have changed as the data used was from October 2014. Mr Highway confirmed that Mr Wilcox could bring updated figures to future meeting and forward information to members of the group.

The group discussed the vacant properties and members of the group stated that they are empty mainly due to the Business Rates being too high.

Councillor Pritchard requested that delegation from the Town Centre Management Group visit the Welsh Assembly to discuss the issue of Business Rates.

The Chair thanked Mr Highway for the report.

## **8. TOWN CENTRE PROMOTIONAL SPACES**

Mr Highway presented the report to the group.

Members discussed the report and Mr Highway informed the group that Mr Wilcox has worked hard to build a good working relationship with the promoters who use the site and is very grateful for all of his hard work.

The Chair thanked Mr Highway for the report

## **9. AIR QUALITY UPDATE**

Mr Highway passed on apologies for Ms Godfrey and read out a statement provided by Ms Godfrey.

‘Since the last update to the meeting, the traffic model for Caerphilly has been updated and that information has been incorporated in to the air quality model, however the consultants have advised that further traffic information is required to model some of the short term measures listed within the Air Quality Action Plan for Caerphilly and Pollution Control are currently coordinating the collection of this information. The soft measures within the Action Plan continue to be progressed and will continue in to 2016/17. Hopefully by the next meeting, the modelling exercise will be finished or nearing completion’.

## **10. CEDAR TREE ROUNDABOUT UPDATE**

Mr Highway passed on apologies for Ms Dowdall and read out a statement provided by Ms Dowdall.

‘Unfortunately, there have been a number of procurement difficulties outside of the control of CCBC in connection with this scheme which have led to a delay in the proposed commencement date of Autumn 2015. At present the Council is not yet in a position to award the Contract and have still to seek funding from Welsh Government. We are therefore not in a position to supplement the information that was provided at the last Town Centre Management Group Meeting.

Once funding has been secured, a contract awarded the commencement date for the construction works will be advertised via road signs and other media channels in advance to advise motorists/ residents and businesses of possible delays. Caerphilly Basin Councillors and community councils will be informed separately at this time via an email briefing.

During the course of the construction works the Council has established a dedicated link on their website which residents and businesses can refer to for construction updates. The address of the link is:

[HTTP://WWW.CAERPHELLY.GOV.UK/PWLLYPANT.](http://www.caerphilly.gov.uk/pwllypant)’

## **11. PARK LANE UPDATE**

Mr Dallimore advised that since the last meeting the 'soft marketing' has shown that there is some interest from a hotel chain provided they can fit an 80 bed facility onto the site. A report will go to the Council's Corporate Asset Group.

Mr Dallimore confirmed that he will look to see if there is a market for a hotel, he hoped that by the next meeting he may then have a summary of viable options.

Ms Warrington asked if the area could be utilised as a car park Mr Dallimore explained this would not be possible and that the area will remain fenced off until a scheme is progressed.

## **12. REQUEST FOR FUNDING FOR A COMMUNITY NOTICE BOARD**

Mr Dallimore sought clarification from Ms Warrington on the request made previously from the Workmen's Hall for the funding for disabled toilet.

Ms Warrington apologised for not being at previous meeting, she confirmed that the Hall has some funding and still require the Area Forum Budget funding to complete the works.

Mr Highway clarified that the £3,500 will be kept for the Workmen's Hall and that a balance of £11,682 remains.

Mr Dallimore requested £400 funding from the group for the notice board and installation on the side elevation of the library.

The Chair invited the group to vote on recommending £400 funding for the noticeboard and installation. The votes were 11 in favour and 0 against.

## **13. REQUEST FOR FUNDING FOR REPLACEMENT BENCH SEAT AND REPAIR OF FLAGSTONES TOP OF CARDIFF ROAD**

Mr Dallimore informed the group that he has noticed damage to the area above the toilet block. He advised that the work to remove the bench and repair/remove cracked slabs will cost between £2,000 - £2,300.

Councillor Elsbury informed the group that individuals on skateboards have caused some of the damage and maybe it would be best to wait until the skate park is built before undertaking any works.

Members discussed that this could be an enforcement issue and Insp Jones confirmed that the Police are keeping up visits to the area.

Mr Dallimore advised that the area does need to have some urgent works and suggested that the floor scape works are undertaken now, but he advised that the bench could benefit for future works.

The chair recommended that the group to allocate the £2,300 to be used when necessary for these works to be carried out. This was seconded by Councillor James.

The votes were 5 in favour, 4 against and 1 abstention. The recommendation was passed.

**14. REQUEST FOR FUNDING FOR CLEANING & MINOR STRUCTURAL REPAIR OF BIRD THEME ARTWORK**

Mr Dallimore advised that there is structural damage to the artwork and has had a report which has identified that the stone was laid incorrectly.

The cost of the works to 'stitch' it back and eradicate the problem is £2,000.

Members of the group asked if the structure is unsafe. Mr Dallimore confirmed that if left it could become unsafe, therefore his advice was to carry out the works as soon as possible.

The Chair recommended the funding be approved and invited the group to vote. The votes were 10 in favour, 0 against and 1 abstention. The recommendation was passed.

**15. CAERPHILLY TOWN CENTRE AUDIT REPORT – AUGUST 2015**

Mr Highway presented the report to the group and the following items were raised.

Taxi rank issues. Mr Highway thanked Mrs D Stephens from Pub Watch for attending and asked her for update. Mrs Stephens confirmed that the closure of the Irish Thymes has made a difference and the area at the top of Cardiff Road is quieter. As part of the Pubwatch scheme banned individuals have been monitored closely.

Insp Jones confirmed that the dynamics in the town has changed and asked landlords to keep an eye on the numbers of patrons in the pubs.

Retailers raised an issue of cigarette ends on Clive Street which needs addressing. Mr Highway will discuss this matter with cleansing.

Retailers also requested that a bike lock on a pole the market entrance in Clive Street be removed. Mr Highway agreed to look into this.

Mr K Williams asked for confirmation as to whether the handrail outside the Twyn Community Centre has been repaired as Councillor Kent had confirmed that it had not. Mr Highway agreed to chase this matter up.

Additional Floral Displays – it was reported that that retailers will be asked to consider funding these in the future.

The meeting closed at 15:10 pm

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CHAIR