



## **CAERPHILLY TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, PENALLTA HOUSE ON TUESDAY 13TH SEPTEMBER 2016 AT 2:00 P.M.**

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PRESENT:

Councillors:

Councillors: D T Davies, C Elsbury, C Forehead, J Fussell, K James, B Jones, J Pritchard

Together with:

Town Councillors: R Bidgood, Professor R Deacon, J Hibbert, Mr K Williams (Clerk Caerphilly Town Council), Mr JK Robottom (Caerphilly residents Association), Mr Tidridge (Heol Trecastell Residents Association)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader – Urban Renewal & Conservation), S Wilcox (Assistant Town Centre Manager), P. Hudson (Marketing & Events Manager), Abbie Brown (Environmental Health Officer) & A. Jones (Clerk)

#### **1. TO APPOINT A CHAIR AND VICE CHAIR FOR THE ENSUING YEAR**

Mr Highway opened the meeting and requested nominations for the Chair. Councillor B Jones nominated Councillor C Forehead and this nomination was seconded by Councillor James.

Councillor Forehead invited nomination for Vice-Chair. Councillor Forehead nominated Councillor J Pritchard and this nomination was seconded by Councillor B Jones.

Councillor J Pritchard accepted the position.

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

Councillors: P J Bevan, E Forehead, S Kent, Mrs M Hall, Mr J Dilworth (Clerk Van Community), Mrs D Stephens (Caerphilly Pub Watch), Maria Godfrey (Team Leader – Environmental Health).

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

There were no declarations of interest.

#### **4. MINUTES OF PREVIOUS MEETING 1ST MARCH 2016**

The minutes were taken as read.

## **5. AIR QUALITY UPDATE**

Miss Brown passed on apologies to the group from Maria Godfrey as she had to be called out on site urgently and will update the Steering group by email. The following statement from Ms Godfrey was read out.

“Maria has considered the modelling report that was undertaken by PB, which looks at the effect of the infrastructure projects that were initially put forward by the steering group, namely the Northern bypass, the South Eastern bypass and a basket of short term measures which included closure of Mountain Road to South bound traffic and prohibition of a left turn from Van Road on to the Clifton Street. The short term measures were intended to make things difficult for traffic to travel around Caerphilly Town centre area, thus encouraging vehicles to stay on the outskirts of the town centre area.

The modelling results show very small changes in air quality for the basket of short term measures and the Northern bypass route – the figures will be confirmed by Maria in an email to the Steering Group over the next fortnight. The South Eastern bypass proved to be the most effective measure, however, given the financial constraints on the LA, this will only ever be realised through the development control process if certain sites were to come forward for development.

The soft measures in the Air Quality action plan continue to progress and Maria will update the group in her email too, the team are currently working with Welsh Government and Public Health Wales in deriving an air quality teaching/monitoring programme for schools, which we are hoping to roll out to Caerphilly schools over the coming year.”

The Chair thanked Miss Brown for the update.

## **6. ‘CHOOSE THE HIGH STREET’ STORIES**

Mr Highway presented his report to the group.

The Chair thanked Mr Highway and his team for their hard work.

## **7. ‘CHOOSE THE HIGH STREET’ CHRISTMAS VOUCHER BOOKLET**

Mr Highway presented his report to the group and showed the design of the booklet.

The group were advised that the booklets would be in production in the next few weeks.

Mr Highway informed the group that retailers are becoming more aware of the scheme as each year passes and already 30 retailers have submitted offers. The offers received to date appear to be more competitive than in previous years.

Councillor Kent wished to thank Mr Highway and his team.

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

## **8. GO2 MY TOWN VIRTUAL TOUR OF THE WEBSITE.**

Mr Highway took members on a virtual tour of the Go2 My Town Website and highlighted how the site works and the information available to businesses interested in setting up new businesses in the town centre.

Mr Highway showed the group how to find the stories for each of the towns on the site.

Mr Highway shared with the group some of the comments of appreciation from retailers featured in the 'Stories' initiative and explained that they really appreciated the support from the Council.

Councillor Fussell thanked Mr Highway and appreciated the work put into the website.

The Chair thanked Mr Highway.

## **9. PARKING DURING EVENTS EASTERN SIDE OF TOWN**

The Chair informed the group that this item has been raised after a number of complaints had been received from residents who were not being able to park where they lived.

The group were advised that the Events Team work to accommodate residents and visitors needs on the Eastern side of the town centre but that other areas were being affected. The Chair advised that the police have been approached and asked to monitor the situation but did not seem to be in attendance.

Mr Hudson advised that it is difficult to have control systems in all areas. He advised that there are a number of park and ride sites at a charge of £3.00 but generally people park where they know they don't have to pay.

Mr Hudson said that the Council is looking to work with the police and reinforce signage. The Chair informed the group that this matter will be brought back to the group in the future.

Mr Tidridge thanked Paul for dealing with the problems in Heol Trecastell.

Councillor Pritchard asked if there was any possibility of increasing the park and ride sites. Mr Hudson responded that the Council was running out of sites to use. Professor Deacon asked if we could use sites such as Wickes. Mr Hudson confirmed that they were private sites and the Council could not use them.

Mr Hudson advised Councillor Pritchard that they residents should email to request the restriction on parking on event days.

The Chair thanked Mr Hudson for his advice and advice.

## **10. AUDIT**

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

Development Site Park Lane – Mr Dallimore advised the group that there were a number of ongoing dialogues with various actors/agencies over the development of the site. The main constraint is the viability gap which would require external grant aid to fill. Officers are looking at drawing in such funding but in the meantime the site is being managed effectively with regular weed spraying and litter picks.

Addition of new name plaque Caerphilly Cenotaph – The group were advised that Mike Headington had confirmed that this will be in place ready to unveiled on the 11th November.

Homeless Male – Mr Highway informed the group that there is a homeless group set up to see that any individual gets the help they need. Mr Highway asked if anyone is sleeping rough to let him know and he will inform the homeless group. Professor Deacon commended the work that the group does.

EU Referendum Campaigning – Councillor Prichard asked if the promotion sites could be made clear to the public for promoting anything. Mr Highway advised that there are studs marking out the site on the highway and that political activity is not allowed on this site. Mr Highway offered to supply more details if anyone has specific queries on site locations and terms of use.

Councillor Pritchard requested that this be emailed to all members.

The Chair thanked Mr Highway.

Access to vacant property 73 Cardiff Road – The group were advised that there are individuals free running on the building and that Police and Environmental Health team have been speaking with the owner who has been asked to undertake works to make the building safe.

The group were told about vandalism to the Tourist Information Centre where a number of youths had threw bark from seating area, sprayed on the building and pots smashed.

The owner of YGalleri was very pleased at how the Council dealt with the situation and John Macdonald from the police who provided support and advice.

There were no further issues raised.

The meeting closed 15:06.

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CHAIR