



CAERPHILLY TOWN CENTRE MANAGEMENT GROUP

**MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, PENALLTA HOUSE
ON TUESDAY 7TH MARCH 2017 AT 2:00 P.M.**

PRESENT:

Councillors:

Councillors: P J Bevan, C Elsbury, J Fussell, K James, B Jones

Together with:

Town Councillors: Professor Deacon, Mr K Williams (Clerk Caerphilly Town Council),
Mr J Dilworth (Clerk Van Community)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader – Urban Renewal & Conservation), P. Hudson (Marketing & Events Manager), S. Wilcox (Assistant Town Centre Manager), M Godfrey (Team Leader Environmental Health), Mrs S Cooper (Caerphilly Residents Association), Mr Tidridge (Heol Trecastell Residents Association), Mr K Robottom (Caerphilly Residents Association), Mrs D Stephens (Caerphilly Pub Watch), Mt T Jones (The Tommy Cooper Society), Mrs A Jones (Clerk) & Miss J Tyler (Admin Assistant)

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillors: D T Davies, C Forehead, S Kent, M Prew, J Pritchard, J. Hibbert (Town Councillor), R Bidgood (Town Councillor).

As the Chair and Vice Chair had sent apologies for the meeting the group agreed that Councillor B Jones would chair the meeting in their absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING 13TH SEPTEMBER 2016

The minutes were taken as read.

4. PARKING

Mr. Highway informed the group that there is a task & Finish Group meeting scheduled for the 13th March 2017. Members of the group had been invited previously; Mr. Tidridge and Mr. Robottom confirmed that they would be attending.

The group was advised that if they wanted to attend they would need to contact Committee Services.

5. SUMMER EVENT

Mr. Hudson informed the group that previously concerns were raised as to parking on the east side of the town centre when events were staged. He pointed out that additional parking is available at the Park & Ride located at Pontygwindy School as well the other Park & Ride sites. Promotional material directs drivers to these sites and there has been an increase over the years in their usage.

Mr. Hudson advised that he had met with the Police to get their perspective on potential issues, particularly with reference to the complaints about parking on Brynau Road. An assurance was given that there would be an increase in police presence.

Police have not received feedback on calls from residents and have advised that if there are any issues individuals can contact the Police on 101. It was agreed that Community Safety Wardens will be used in addition to police officers.

Mr. Hudson confirmed that there will be a continued focus on communicating with local residents.

The Chair thanked Mr. Hudson

6. AIR QUALITY

Ms Godfrey provided a verbal update on air quality. Ms Godfrey commented that the Action plan for Caerphilly had become quite stagnant and was in need of a review, Ms Godfrey will discuss this further with the Council's consultants, Ricardo.

Ms Godfrey discussed that the pollution team were about to embark on some work around emissions from buses within the town centre, working in partnership with the Council's Passenger Transport Team and the bus companies.

A school's project is also in the planning stage, which aims to raise awareness of air quality issues within schools, this will include the school undertaking their own monitoring in and around the school grounds. Welsh Government are currently working with their air quality consultants and it is hoped that the teaching and learning packs for the schools, will be launched in October. It is anticipated that the pollution team will begin engaging with the chosen schools during October and will deliver the project as a rolling programme over the next 2 years.

Ms Godfrey mentioned that the pollution team were also working very closely with the Council's Planning service in relation to any proposed developments in and around the Caerphilly Basin and would be involved in any subsequent revisions of the Authority's Local development Plan.

The Chair thanked Ms Godfrey.

7. BUSINESS REPORT

Mr. Highway presented his report to the group.

Mr Highway advised that there was a change with regards to the Go2MyTown Website and read out the following statement from his Head of Service:

“The Division is currently working towards migrating the content and information on the GO2MyTown website onto the Council’s corporate website.

This change results from concerns over how the Council’s corporate Business Support and Town Centre pages are hosted on the corporate website. It is assumed that an individual or company seeking business information would in the first instance search the Council’s corporate website rather than search for GO2MyTown. In this respect it should be noted that there are no links from the corporate site to GO2MyTown.

Whilst the service provided via GO2MyTown up to November 2016 has been free of charge, in the external provider’s aspiration that GO2MyTown would become a commercial site, in recent months the external provider for the GO2MyTown has started to levy ongoing monthly charges that are considered to be unsustainable.

The outcome of the review of GO2MyTown is that the Division’s business support and town centre website service will revert to being hosted on the Council’s corporate website. In the months ahead Regeneration and Corporate Services IT officers will migrate the existing content of GO2MyTown onto the corporate website resulting in the pages for business support and town centre to be updated, refreshed and aligned to associate content across the Division, Directorate and the Council.”

The Chair requested clarification on why the group were not consulted about the decision. Following a discussion. The Chair agreed to raise the group’s concerns directly with the appropriate Head of Service.

The Chair thanked Mr. Highway for his report.

8. ‘CHOOSE THE HIGH STREET’ CHRISTMAS VOUCHER BOOKLET ANALYSIS

Mr. Highway noted that the scheme has now been in operation for several years and 2016 was the most successful to date with a total of 112 offers received.

Mr. Highway extended special thanks to the Graphic Design team for their work designing the booklet and to the Community Safety Wardens for distributing the booklets to the various collection points.

The booklet not only marketed the five managed town centres, but also contained adverts for the various Christmas events across the Borough as well as various CCBC services.

30,000 booklets were produced, which were available from a number of places including local libraries, tourist attractions and supermarkets. The participation of the supermarkets has assisted greatly in the dissemination of the booklets, particularly as Tesco in Risca and Ystrad Mynach took part for the first time in 2016.

A survey was sent out to participating businesses after the Christmas period. Although the response rate was quite poor, it did highlight that feelings towards the scheme are generally positive. However, the bus advertising – used for the first time this year – was not deemed to be successful and this is something to consider for future years.

Councillor Bevan and the Chair thanked Mr. Highway for the report.

9. PROCUREMENT OF FOOTFALL COUNTER PROVIDER

Mr. Wilcox informed the group that the contract for the footfall counter provision has recently expired. Following a tender process, a new supplier has been appointed – PFM Footfall Intelligence. There will be a period of transition where the old supplier's service and equipment is removed and the new supplier installs its equipment. This is likely to take place in early July, but Officers will work with the companies to ensure that any downtime is kept to a minimum.

The Chair thanked Mr. Wilcox for the update.

10. CADW EVENTS PROGRAMME

Mr. Highway advised that he had not received an update from Cadw.

Mr. Hudson confirmed that he is working with Cadw and that a new dragon sculpture will be touring Wales and Caerphilly Castle will be included in the schedule.

There are a number of events planned including: a festival, magic & comedy shows, re-enactments, Christmas events and Mr. Hudson will continue to work with Cadw to assist in publicising it through the Council's Events Team.

Mr. Hudson thanked Cllr. James for supporting the programme with Ken Skates and Cadw.

Mr. Tudor Jones from The Tommy Cooper Society advised the group that he had met with Cadw to discuss the year of the legends and had asked whether there should be a Tommy Cooper Festival.

The thirty-third anniversary of Tommy Cooper's death is approaching and the Society has had talks with the library with a view to having a Tommy Cooper display and inviting The Magic Circle's 'Young Magician of the Year' to perform and hold a workshop for aspiring magicians.

Mr. Jones discussed an event being organised to gather as many Tommy Cooper impersonators as possible with a view to gaining an entry into The Guinness Book of Records. Special lapel badges have been designed with proceeds going to Tommy's Ticker Fund

Mr. Hudson confirmed that the Council has not as yet received an invitation to be involved in these events.

The Chair thanked Mr. Jones and passed on best wishes to the Tommy Cooper Society.

Mr. Dilworth raised a point for note as to whether Cadw would have an interest in the history of the 'Van Mansion'. The Chair asked Mr. Dilworth to write to Cadw and feedback.

11. PARK LANE UPDATE

Mr. Dallimore advised the group that the site has been identified for future use and the Council is looking at all options to see what would be viable on the site and for possible match funding to assist any future development.

12. AUDIT

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

Cllr. Elsbury wished to thank Mr. Highway and the Parks team for the work carried out to add the names of those killed since WWI & WWII in conflict to the Cenotaph.

Mr. Highway confirmed that works were still ongoing with regards to access of the vacant property at 73 Cardiff Road and officers continue to monitor the site.

Mr. Highway advised that there were extremely positive comments on the art exhibition and the remembrance garden on the moat banking in the lead up to Remembrance Sunday. Cllr. Fussell confirmed that permission to use the area on an annual basis was being sought as it was hoped to make the wave of poppies larger.

Mr. Highway reported that with regards to the retail thefts there is a meeting with the Police on Thursday and was grateful to Pub Watch for their support.

Cllr. Bevan raised concern over the cleaning of York Stone around the Visitor Centre. Mr. Dallimore advised that he will be meeting representatives to look at products that may be suitable for algae treatment.

Mr. Highway advised that the Dafydd Williams Park & Crescent Road will have a programme of painting over the summer with litter bins and railings being repainted by the Council's Community Assets Team.

Cadw has agreed on work to the banking and draining of the moat over the summer period too. Mr. Highway has asked for Cadw to confirm dates so that it can be noted in the Town Centre Gazette. Cllr. Elsbury thanked Mr Highway.

There were no further issues raised.

The meeting closed 15:29

CHAIR