



## **RISCA TOWN CENTRE MANAGEMENT GROUP**

### **MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, PENALLTA HOUSE ON MONDAY 20<sup>TH</sup> MARCH 2017 AT 4:00 P.M.**

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PRESENT:

Councillors:

Councillors: N George, P Leonard, A Leonard, K James

Together with:

Town Councillors: M Parker, B Hancock, B Campbell (Clerk Risca Town Council)

Also:

A. Highway (Town Centre Development Manager), A. Dallimore (Team Leader – Urban Renewal & Conservation), S. Wilcox (Assistant Town Centre Manager), A Jones (Clerk), J Tyler (Admin Assistant)

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

Councillors: D T Davies, P Griffiths

#### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **3. MINUTES OF PREVIOUS MEETING 21<sup>ST</sup> OCTOBER 2016**

The minutes were taken as read.

#### **4. BUSINESS REPORT**

Mr. Highway presented his report to the group.

Mr. Highway advised the group 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 thanked Mr. Highway for his report.

## **5. '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 County 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.

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

## **6. 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.

## **7. RISCA TOWN CENTRE ACTION PLAN**

Mr. Dallimore informed the group that a development site masterplan is being produced. The document looks at how the S.106 monies that haven't been spent on a footbridge to Tesco could be used to unlock development sites around the town. Recent flood alleviation schemes

have unlocked sites that were previously deemed unfeasible. A community centre provision for the town will also be looked at as part of the plan.

The masterplan is in draft at the moment while the feasibility of each potential site is investigated. Once the document has been finalised, it will go to Cabinet for initial approval prior to wider consultation. The consultation process will utilise a variety of methods to engage with the public and stakeholders, including being presented to the Town Centre Management Group at a future meeting.

## 8. **AUDIT**

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

Condition of land around Cuckoo Artwork – Mr. Dallimore advised that Keep Wales Tidy & staff from Tesco have been working to tidy up the site and are now in dialogue with enforcement officers to keep posters and banners to a minimum.

Mr. Dallimore asks the group to report any issues to him and he will look to re-engage with Tesco.

Councillor Parker advised that in a meeting that he attended regarding what would be going in the area around the cuckoo statue, it was advised that benches would be installed and area planted. Mr Dallimore did not recall benches being mentioned but he would double check and report back

Damage to wall Bethany Baptist Chapel – The group were advised that One Stop have been liaising with contractor and conservation officer to prevent any further damages. One Stop will rebuild the wall and seek to claim the monies back from third party.

Mr. Highway advised that Mr. Wilcox has been acting as a go between all parties and Mr. Dallimore confirmed that they have looked at several options for the area and liaised with Highways.

There were no further issues raised.

The meeting closed 15:25.

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CHAIR