

### Town Centre Stakeholder Meetings Terms of Reference

#### Primary Purpose

Town Centre Stakeholder Groups will operate in Bargoed, Blackwood, Caerphilly, Risca and Ystrad Mynach, as consultative and engagement forums for all stakeholders with an interest in the economic, physical and social well-being of the Principal Town Centres. Each Town Centre Stakeholder Group will:

- Maintain a dialogue between Council representatives and key stakeholders in the Town Centre;
- Act as the link between the services provided by the Council and the Town Centre business community;
- Influence and monitor the future development and diversification of the Town Centre;
- Assist in the development of regeneration initiatives which may impact upon the Town Centre;
- Contribute to the preparation of Placemaking Plans and Masterplans for the Town Centre;
- Consider operational issues that may affect the day-to-day running of the Town Centre.

#### Meeting Structure

The meeting structure will be informal in nature and encourage participation from attendees in wide group discussions or via conversations in the post-meeting networking. The networking opportunity will form part of the agenda to encourage participants to engage in this element of the meeting. Speakers and other organisations will be present to engage and answer questions or queries. Examples of subject matter that will be the focus of the breakfast/evening meetings are:

- Consultation on strategic documents that impact upon the town centre.
- Partner organisation initiatives, such as those to reduce or combat retail crime.
- Major developments, such as housing or employment sites.
- Regeneration projects/initiatives.
- Training/development opportunities.
- Cyber security and technology support for businesses.
- Presentations from organisations offering various support mechanisms for businesses.
- Updates on town centre events and encouraging business participation as a whole-town approach.

This format will be more beneficial to all town centre stakeholders for a variety of reasons, including:

- The meetings will be held in a local venue at a time outside of business hours to enable business attendance.
- Stakeholders can be represented even if they are not part of a formal organisation (such as a Chamber of Trade).
- Expert speakers will be able to attend and offer advice and support on a wide range of aspects that are pertinent to town centres.
- Attendees can network and facilitate business to business contact.
- Workshop sessions to encourage the sharing of stakeholder views/ideas.

## **Membership**

- Chamber of Trade or similar town centre organisations;
- Representatives of town centre businesses (located within the town centre boundary);
- Community/Town Councils;
- Shopping Centre Managers (where they exist);
- Civic Society (where they exist);
- Police;
- CCBC Community Safety;
- Caerphilly County Borough Council (the Cabinet Member for Prosperity, Regeneration and Climate Change and Local Ward Members).

## **Administrative Support**

Business Enterprise & Renewal Team – Caerphilly County Borough Council.

## **Frequency**

Stakeholder Meetings will take place twice a year.

**Town Centre Stakeholder Groups  
Appendix**

**Wards Eligible To Attend Town Centre Stakeholder Meetings**

**Bargoed TCSM-** Aberbargoed and Bargoed Ward, Gilfach Ward

**Blackwood TCSM–** Blackwood Ward, Cefn Fforest and Pengam Ward

**Caerphilly TCSM-** Morgan Jones Ward, St. Martins Ward, Van Ward

**Risca TCSM-** Risca East Ward, Risca West Ward

**Ystrad Mynach TCSM–** Hengoed Ward, Ystrad Mynach Ward