

Your Pontypridd BID Board meeting
Wednesday 29th March
Pontypridd Museum
08:30-10:00

Agenda

1. Welcome & Introductions
2. Minutes of last meeting & matters arising
3. Cost saving project for businesses
 - 3.1 Decision on using Meercat's services
 - 3.2 Waste & recycling project
4. Theme group planned activities and projected expenditure 2017-18
 - 4.1 Welcoming
 - 4.2 Marketing and Promotion
 - 4.3 Supporting businesses
5. Fixing a date for the AGM
6. Town centre updates (DN)
7. DONM

29th March 2017
Pontypridd Museum

Your Pontypridd Board Meeting
Thursday 23rd February 2017, 8:30
Pontypridd Museum

Minutes

Robert Thomas	RT	R H Jeffs & Rowe, Chair
Joe Gambarini	JG	Princes Cafe, Vice Chair
Alan Bevan	AB	Pontypridd Town Council
Maggie Hughes	MH	Harvest Books & Crafts
Robert Bevan	RB	RCTCBC
Tracey Cooke	TC	Trivallis (formerly RCT Homes)
Paul Maunder	PM	Adref
Marco Orsi	MO	Cafe Royale

In attendance

Becky Chantry	BC	The means
James Payne	JP	Your Pontypridd
Danai Chatzidimitirou`	DC	Your Pontypridd
Darren Notley	DN	RCTCBC
Wendy York	WY	Artis Community
Cllr Steve Carter	SC	YMCA & RCT

Apologies

Angela Cavil	AC	Ponty Osteopath
Kim Howells	KH	Resident representative
Sean Hayes	SH	Boots
Sian John	SJ	Alfred's

Item	Description	Action
1.0	<p>1.1 Welcome and Introductions</p> <p>1.1.1 RT opened the meeting, welcomed attendees and thanked them for coming.</p> <p>1.1.2 RT and BC gave apologies as above.</p>	
2.0	<p>2.1 Minutes of the last meeting and matters arising</p> <p>2.1.1 RT ran through the minutes of the last meeting and passed over to BC to discuss the matters arising:</p> <ul style="list-style-type: none"> The rateable values across town centre as a consequence of M&S closing will now be reduced by 5%. Twenty appeals were lodged and according to the Valuation Office MO was only one to give evidence in appeal. Since this appeal pre-dates when the BID started, this will also reduce the BID budget by 5% 	

	<ul style="list-style-type: none"> • BC explained a blanket appeal on all businesses and that BID budget will be reduced 5% as a result of reduction in business rates. • A new Welsh Government scheme designed to help businesses who have been affected by the business rates revaluation has been announced. The relief scheme means eligible retailers with a rateable value of £50,000 or less will enjoy up to £1,500 off their business rates. This works on a two-tier system. High street retailers with a £6,001 to £12,000 rateable value, already receiving small business rates relief or transitional rates relief, will have their rates bill reduced by £500 or to zero if their bill is less than £500. Eligible high street retailers with a £12,001 to £50,000 rateable value facing a rates increase in April will have their rates bill reduced by £1,500. • The new multiplier which is used to calculate rateable value has been set at 0.499 which is a slight increase on last year. • The Your Pontypridd team have moved into their new office above Kraft Kabin at 2 High Street. • The BID team will be speaking to the market traders in the coming weeks about becoming a voluntary contributor to the BID for a fee of £50. MH suggested that fee may be too high for some market traders and proposed a smaller contribution of £25-30. This would be factored into the discussions with the market traders. <p>2.1.2 The new BID employee and marketing student helping the BID were introduced. RT and the rest of the board welcomed them to the meeting.</p> <p>2.1.3 All other matters were covered in the agenda and the group agreed that the minutes were an accurate record.</p>	
3.0	<p>Your Pontypridd's Finances</p> <p>3.1 Levy Income</p> <p>3.1.1 RT passed over to BC to discuss BID finances,</p> <p>3.1.2 BC explained that 86% of the BID income for 2016-2017 has now been collected.</p> <p>3.1.2 BC suggested that she would visit the businesses who have not paid their levy bill with copies of the invoice and if there was no response, further action would be taken. She confirmed that a court date has been set for mid-April.</p> <p>3.1.3 JG suggested that the BID create a leaflet to show what their money is going towards. MH enquired as to whether as to whether the leaflet would go to all businesses in the BID. BC confirmed that this would be sent out with the new bills.</p> <p>3.1.4 BC briefly ran through the BID's current income and expenditure. AB asked where the remaining Christmas grant for RCT would be used. BC confirmed that this would be invested into other events.</p> <p>3.2 Levy rate inflation</p> <p>3.2.1 BC asked the board to consider an increase in the BID levy rate, in line with CPI which is at 1.8%. She said that the BID arrangements stipulate that this is a decision for the Board.</p> <p>3.2.2 MO expressed concerns that increasing levy rate would be</p>	

	<p>unfair on businesses as we have not spent this year's allocation.</p> <p>3.2.3 MO and PM both suggested to create a plan to use the money and projected expenditure.</p> <p>3.2.4 BC explained that this information legally has to be included on the statement to be sent out with the levy bills</p> <p>3.2.5 WY agreed that a budget/plan would be well received by current BID levy paying businesses.</p> <p>3.2.6 RT asked that the board to vote on this decision. The board voted 7 to 1 against increasing the levy rate.</p>	
4.0	<p>4.1 Decision on engaging Meercat's services</p> <p>4.1.1 RT passed over to JG to discuss Meercat services. JG explained that his electricity rates had risen 20% after speaking to other brokers. His view on Meercat remained mixed because he was waiting for more information in regards to the services they can offer. 4.1.2 BC & RT explained what Meercat can provide and the savings would stretch over three years.</p> <p>4.1.3 JG asked whether the Meercat services would be offered to the market traders only or to the whole town. BC explained that only BID levy payers could use Meercat.</p> <p>4.1.4 The board agreed to discuss the matter in the next meeting when the further quotes had been gathered. BC suggested that a separate meeting may be appropriate.</p>	BC to gather information for the next meeting.
5.0	<p>5.1 Development Opportunities</p> <p>5.1.1 RT passed over to WY to discuss the development for a new YMCA building.</p> <p>5.1.2 WY presented drawings of the new development with a theme on chain works and discussed the idea of creating spaces for arts and other communities. WY also explained that there would be nursery space which has had a lot of interest from providers. WY also explained that the project focus is on joining communities together and there is a development in the works for a gym.</p> <p>5.1.3 The group discussed retail provision in the town and the effect that removing the current YMCA retail units would have. RB explained that vacancy rates are reducing however retailers are not interested in stores in the town centre because of their online presence. He went on to explain that the Council wants to promote living and employment uses in town to build the local economy.</p> <p>5.1.4 RT thanked Wendy for her time and for attending the meeting.</p> <p>5.2 Pontypridd Bingo Hall</p> <p>5.2.1 BC asked everyone present to refer to Agenda item 5.2 Pontypridd Bingo Hall – Response letter. BC explained the plans for the demolition of the bingo hall and asked the group for their thoughts.</p> <p>5.2.3 MH expressed her concern with the idea of assisted living with people with potential social problems coming to the town. RT & MH suggested that further information was required to clarify the term 'assisted living.'</p>	
6.0	<p>6.1 Theme group updates</p> <p>6.1.1 RT passed over to DC to discuss the work she has conducted with new businesses. DC explained she had talked to NYPD who raised their concerns when they started up the new business in the town. DC suggested that an advice package be set up to assist</p>	

	<p>new business owners in the BID area, MO agreed with the idea of creating an advice pack.</p> <p>6.1.2 DN explained that he would contact Debbie in RCT who to provide and help develop the pack. JP explained that a newsletter informing the businesses and people about the latest developments will be distributed soon.</p> <p>6.1.3 BC explained that an update on each theme group was included within the Board meeting papers but due to time constraints more time would be allocated at the next meeting for a proper update.</p>	
7.0	<p>7.1 Town Centre updates</p> <p>7.1.1 RT passed over to DN & RB to give an update.</p> <p>7.1.2 RB said that the vacancy rate in Pontypridd as of January 2017 was 8.7% (18 units out of 205).</p> <p>7.1.3 DN confirmed that demolition of the precinct site will be completed by the end of March.</p> <p>7.1.4 DN explained that he had met with BC to discuss the Commonwealth Baton Relay. She explained that the marketing group have confirmed that they would like to do an event for the Commonwealth Baton Relay in the town.</p>	
8.0	<p>8.1 Give and Gain Day (TC)</p> <p>8.1.1 RT passed over to TC who explained the possibility of a Give & Gain day event in the town in partnership with Your Pontypridd</p> <p>8.1.2 BC explained that she had been in touch with the council about using some of their old planters within the town centre and having people come into the town again and plant them up.</p> <p>8.1.3 AB, TC & BC agreed that a separate meeting be organised to plan the event and that Board members would be welcome to get involved.</p>	
9.0	<p>DONM Wednesday 29th March</p>	

Agenda item 3.1 Engaging Meercat's Services- Quote example

Electricity Price Comparison



Offers Produced: Monday 27 February 2017

Client		Contact		Account Manager		Quote ID	
Jefts and Rowe		Gareth Belwitt		Rishi Sood		MAL2702171050	
Client Address		Top Line	Bottom Line	Current Supplier		Contract Start Date	
27-28 Gelliwastad Road, Pontypridd, Mid Glamorgan, CN37 2BW		04102201	2199994889785	Haven Power		26 July 2017	
Consumption Details:		Day Units	Night Units	Total Annual kWh			
Estimated Annual Usage kWh		22,072	12,696	34,768			
Supplier	Description	Contract Term	Std Chrg (pence per day)	Day Rate (Pence per kWh)	Night Rate (Pence per kWh)	FIT Rate (Pence per kWh)	Cost Per Annum
Haven Power	Current Supplier	n/a	£0.222	12.830	8.000	0.000	£3,928.55
Eon Energy	All Inclusive Unit Rate	12 Months	£0.270	14.620	8.730	0.000	£4,433.84
Eon Energy	All Inclusive Unit Rate	24 Months	£0.270	14.860	9.640	0.000	£4,602.34
Eon Energy	All Inclusive Unit Rate	36 Months	£0.270	15.310	10.260	0.000	£4,780.38
Eon Energy	DD Payment Discount of 7%	12 Months	£0.25	13.597	8.119	0.000	£4,123.47
Eon Energy	DD Payment Discount of 7%	24 Months	£0.25	13.820	8.965	0.000	£4,280.18
Eon Energy	DD Payment Discount of 7%	36 Months	£0.25	14.238	9.542	0.000	£4,445.76
Scottish & Southern Energy	Unit Rate Excluding FIT	12 Months	£0.209	12.708	7.972	0.506	£4,069.25
Scottish & Southern Energy	Unit Rate Excluding FIT	24 Months	£0.209	12.853	8.542	0.523	£4,179.53
Scottish & Southern Energy	Unit Rate Excluding FIT	36 Months	£0.209	13.010	8.734	0.536	£4,243.08
Scottish & Southern Energy	Unit Rate Excluding FIT	48 Months	£0.209	13.332	8.890	0.548	£4,338.13
Total Gas & Power	All Inclusive Unit Rate	12 Months	£0.329	13.67	9.1	0.000	£4,292.55
Total Gas & Power	All Inclusive Unit Rate	24 Months	£0.333	13.95	9.23	0.000	£4,372.28
Total Gas & Power	All Inclusive Unit Rate	36 Months	£0.342	14.17	9.3	0.000	£4,433.27
Total Gas & Power	All Inclusive Unit Rate	48 Months	£0.363	14.8	9.61	0.000	£4,619.05
Total Gas & Power	All Inclusive Unit Rate	60 Months	£0.363	14.8	9.61	0.000	£4,619.05
Haven Power	All Inclusive Unit Rate	12 Months	£0.240	13.950	9.120	0.000	£4,324.52
Haven Power	All Inclusive Unit Rate	24 Months	£0.250	14.260	9.870	0.000	£4,491.81
Haven Power	All Inclusive Unit Rate	36 Months	£0.250	14.680	10.230	0.000	£4,630.22
Scottish Power	All Inclusive Unit Rate	9 Months	£0.270	13.010	9.170	0.000	£4,134.34
Scottish Power	All Inclusive Unit Rate	21 Months	£0.270	13.260	10.030	0.000	£4,298.71
Scottish Power	All Inclusive Unit Rate	33 Months	£0.270	13.440	10.310	0.000	£4,373.98
nPower	All Inclusive Unit Rate	12 Months	£0.272	13.950	7.360	0.000	£4,112.82
nPower	All Inclusive Unit Rate	24 Months	£0.272	14.840	7.830	0.000	£4,368.93
nPower	All Inclusive Unit Rate	36 Months	£0.272	15.290	8.070	0.000	£4,498.73

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TOWN CENTRE

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Agenda item 4- Theme group planned activities & expenditure

1. Revenue

The revenue from the BID levy due to be received in 2017-18 is estimated as £79,000. This is supplemented by £56,900 carried over from the 2016-17 financial year and an additional £4,000 per year which has been awarded to the BID by RCT.

2. Projected expenditure

The total amount of Expenditure from the BID levy and the money carried over is forecast to be **£139,900**. The planned expenditure is as follows

a. Access and Welcome £45,218

Greening and gateways

- Planters in town centre locations and planters along Gelliwastad Road (Give & Gain)
- Hanging baskets- Broadway, Gelliwastad Road
- Further enhancements e.g. painting, additional cleansing

Approximate expenditure- **£10,000**

Parking promotions/projects

- An additional parking promotion for another day during the week e.g. Wednesday
- Investing in parking payment technology
- Parking campaign for parking in the town centre

Approximate expenditure- **£20,000**

Wayfinding

- Improving signage and introducing new signage e.g. brown heritage signs
- Digital signage

Approximate expenditure- **£15,000**

b. Marketing & Promotions **£47,254**

- Events
- Marketing campaigns

Events

- A calendar of events to include Easter, summer music Saturdays, Ponty Music Festival, Halloween and Christmas events

Approximate expenditure- **£20,000 (up to)**

Video campaign

- Video campaign to change perceptions in Pontypridd
- A series of four videos

Approximate expenditure- **£6,000**

Advertising opportunities throughout the year

- Magazines
- Radio
- Social media

Approximate expenditure- **£4,000**

Advertising to the students

- Stall at Freshers Fayre
- Canvas Bags
- Collateral
- Student discount card

Approximate expenditure- **£2,500**



c. Business support **£16,950**

Collective purchasing initiatives

- Meercat Associates
- Waste & recycling scheme subsidy

Approximate expenditure- **£6,000**

Small grants scheme

- Small grants of up to £100 for shop front improvements e.g. painting or signage

Approximate expenditure- **5,000**

Advice and support

- Networking opportunities
- Training sessions

Approximate expenditure- **£2,000**

d. Core costs **£24,458**

- Office accommodation
 - Staff costs
 - Stationary
-

e. Contingency **£6,020**