

Your Pontypridd BID Steering group
Wednesday 6th January, 08:30-09:30
The Pavillion

Minutes

Present

Rob Thomas	RT	R.H. Jeffs and Rowe (Chair)
Joe Gamborini	JG	Princes Café (Vice Chair)
Marco Orsi	MO	Café Royale
Maggie Hughes	MH	Harvest Book Store
Steve Carter	SC	YMCA
Tim Jones	TJ	Park Funeral Services
Tracey Cook	TC	RCT Homes

In attendance

Becky Chantry	BC	<i>The means</i>
Jayne Brencher	JB	Pontypridd Town Council

Apologies

Adrian Evans	AE	Rhondda Cynon Taf County Borough Council
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Item	Detail	Action
1.0	Welcome and introductions RT opened the meeting and welcomed those present.	
2.0	Apologies for absence 2.1 Apologies were given as above	
3.0	Minutes from the last meeting & matters arising 3.1 RT reviewed and discussed the minutes from the previous meeting. 3.2 BC confirmed that a meeting was held in November for steering group members wishing to get involved with speaking to businesses during the campaign 3.3 AE was unable to attend the meeting, so the query regarding flats above retail funding could not be answered at that time. It was acknowledged that BC would provide a Town Centre update in agenda item 6. 3.4 All other matters were covered in the agenda and it was agreed that the minutes were an accurate record.	
4.0	BID campaign 4.1 Voter registration 4.1.1 BC provided an updated on the progress voter registration. She said that voter registration forms had been sent out to all eligible voters, with a leaflet that explained more information about the BID. BC added that 55 responses had been received so far and asked steering group members to ensure that their forms were returned in time. BC explained that the purpose of this exercise was to ensure the ballot paper is united with the correct voter. 4.2 Notice of ballot & ballot papers 4.2.1 BC explained that the Notice of ballot would be sent out week commencing Monday 11 th January, to be received by Thursday 14 th , to inform businesses of the upcoming ballot	

	<p>4.2.2 BC showed the group the Summary of BID arrangements document that would be enclosed with the Notice and added that the BID proposal would be included in the information pack.</p> <p>4.2.3. The group requested for the ballot timescales be circulated via e-mail</p> <p>4.3 Receiving the BID proposal</p> <p>4.3.1 BC updated the group on the progress of proposal and said that it would be printed by Monday 11th January. She agreed to circulate the final electronic version via e-mail and drop in hard copies</p> <p>4.3.2 The group discussed the potential of involving students from the University in the BID campaign. TC agreed to check with her contact at the University and speak with BC</p> <p>4.3.3 The group agreed that setting up a Twitter & Facebook site would be beneficial for the Your Pontypridd campaign.</p>	<p>BC to circulate timescales</p> <p>BC to send the group copy of electronic BID proposal</p> <p>TC to speak to the University</p> <p>BC to set up Your Pontypridd Twitter & Facebook sites</p>
5.0	<p>Next steps following the ballot</p> <p>5.1. BC presented the next steps following a successful outcome at ballot</p> <p>5.2 She explained that the BID would commence on April 1st and the 6 weeks between the ballot result & BID start date would entail tasks such as establishing the BID company, recruiting a BID manager and set up of the board and theme groups. The first bills would go out on April 1st and the money would be received over the following months.</p>	
6.0	<p>Town Centre Updates</p> <p>6.1 BC communicated the updates provided by the Town Centre Team.</p> <p>6.2 She commented that the footfall cameras were not working and that they are waiting for an engineer to fix these. MO asked BC to find out the timescales for this.</p> <p>6.3 BC provided an update on the Taff Vale Site and explained that the regeneration team are conducting an initial consultation to seek views from businesses and members of the public on potential uses on the site.</p>	<p>BC to check when the footfall cameras would be fixed</p>
8.0	<p>AOB</p> <p>8.1 JG informed the group that the next meeting with the Leader was January 11th to discuss the outcome following the previous conversations regarding town centre access and click & collect before 11am</p> <p>8.2 The group discussed the application made to the VOA for rates relief following the closure of M&S. JG expressed his concerns about the different written responses received by businesses from the VOA. SC & JB suggested that the group write a statement to the AM and ask for help from Welsh Government</p> <p>8.3 A discussion was held around the decrease in trade over Christmas and it was agreed that free parking did not help to increase footfall.</p>	<p>BC to write a brief statement regarding the issue with the business rates</p>