



MINUTES OF REGENERATION COMMITTEE MEETING

Held remotely via Skype for Business on Monday 9th November 2020 at 6.30pm

Present:	Cllr S Bletsoe (Chair) Cllr F Bletsoe Cllr S Easterbrook	Cllr D Unwin Cllr A Wathan Cllr T Wood
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In attendance: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk and RFO), Ms J Brown (Democratic Officer)

1. **To receive apologies for absence:** Cllr C Evans

2. **Declarations of Interest (if any) of Members**

Declarations of Interest were declared by the following Members and recorded in the register:

- Cllr T Wood declared a personal interest in all matters as a town trader
- Cllr S Easterbrook declared a personal interest in all matters as a town trader

3. **To confirm and Sign Minutes of the Regeneration Meeting held on 2nd March 2020**

RESOLVED: To confirm and approve the minutes of the Regeneration Committee Meeting held on 2nd March 2020 as a true and accurate record.

4. **To Consider Matters Arising from the Regeneration Meeting held on 2nd March 2020**

- Chair proposed a recap of the minutes in their entirety as the committee has not met since the 2nd March 2020 due to the pandemic.

Blue Plaque Scheme

- The Town Clerk advised Members that both the Tudor and St Johns Plaques had arrived and that the St Johns Plaque awaited conformation of planning permission by BCBC, which was scheduled within the week. Once confirmed arrangements could be made for the fixing.
- The Chair noted that although the St Johns Plaque was dated 2019, it was still reflective of the decision by the committee made in 2019.
- The Tudor Plaque was awaiting approval by the Rhiw Centre Manager to be fixed above the Bell and display already in situ. Cllr D Unwin noted that the Plaque should not be fixed too high up.

RESOLVED: That the Democratic Officer liaise with the Rhiw Manager and inform the committee of the measurements of the proposed Tudor Plaque site.

- The Chair referred Members to the Dilwyn Lewis Plaque, and proposed that it may be appropriate to site the plaque at The Catholic Church off Ewenny Road as Mr Lewis contributed a large part of

the funding for the building. The Committee noted that plaques should be distributed between all 3 wards and that they were mindful of this fact.

Town Centre Map

- Cllr F Bletsoe advised that this project is ongoing due to the need to re-draw a Town Centre Map.

Business Awards Scheme

- The Chair proposed that the Business Awards Scheme be picked up next year and that the criteria for the awards should take into account how businesses coped with and responded to the pandemic. To be discussed under Agenda Item 5.

CF31 Bid Ballot

- Cllr D Unwin advised that he would present a report to the Committee on conclusion of his research.

The Indoor Market Play Area

- Cllr T Wood reported that the area would remain closed due to the pandemic.
- Cllr D Unwin asked if a Christmas Display would be feasible. Cllr T Wood confirmed that a tree was going to be put up and donations of any decorations would be welcome.
- Cllr D Unwin stated he would look into the provision of decorations and liaise with the Town Clerk.
- The Town Clerk advised Members that she was awaiting a date for the installation of Christmas Lights in the town and was awaiting confirmation from BCBC.
- Town Clerk advised she would circulate information received from the BCBC Town Centre Manager to Members for information.

Derwen Road Toilets

- The Committee noted that this matter had been superseded by the pandemic and was no longer relevant.

Banners

- The Committee noted that the installation of the banners had not been able to go ahead due to the pandemic.
- Cllr F Bletsoe suggested that banners for 2021 should emphasise traders and businesses rather than events and that a video could be commissioned. The Mayor advised caution regarding ward boundaries. Cllr Tim Wood confirmed that a Town Trader video has already been commissioned and aired after the first lockdown.
- Cllr T Wood suggested that the 100th Anniversary of the War Memorial could be included.
- Cllr F Bletsoe suggested that 'Welcome to Bridgend/Historic Town' signage be placed on motorway junctions. The Mayor advised Members that there was a large screen sign at junction 36 saying that 'Bridgend is Closed'.
- The Chair proposed that he would look into the matter regarding changing the wording of the screen at junction 36.
- The Chair noted that although the original plans for VE and VJ Day were not carried out due to the pandemic, the online celebrations were hugely successful and on behalf of the committee thanked all staff involved.

NOTED: Correction to Minutes of the meeting held on 2nd March 2020: Reference art installation in red telephone box Horbury. Change name from Cllr T Wood to Cllr S Bletsoe.

Tourism Signs

- Cllr D Unwin suggested that one sign needed to be replaced/refurbished and that the refurbishment could include a finger point to the new Bridgend Town Hall (location to be decided).

- Cllr F Bletsoe proposed that the Town Crest be added to the finger post sign. The Committee agreed and Cllr D Unwin advised he would investigate costs.
- The Mayor thanked Cllr D Unwin for the work undertaken for this project.
- Cllr D Unwin advised that he would present a financial report to the Finance Committee regarding costs, and that an early estimate is £1,200.00.
- Cllr D Unwin proposed awaiting the decision of the new access route, prior to going ahead. Members agreed.

RESOLVED: to approve in principal the installation of signage, subject to final approval from the Finance Committee where detailed plans and costs will be reviewed.

Reverse Vending Machines (Cllr F Bletsoe)

- Cllr F Bletsoe reported that there was nothing further to report on progress due to the pandemic.
- Cllr D Unwin queried if a letter had been sent to Valleys to Coast; Cllr F Bletsoe replied that a letter had not been sent.
- The RFO asked the committee if this project had been costed. It was confirmed that budget had not been allocated however further work could be carried out in the New Year.

To discuss the provision of additional toilet facilities in the Town Centre and potential grant funding opportunities (Cllr T Wood)

- The Chair informed Members that the toilets were installed and feedback had been positive. He stated that the facilities have been beneficial to traders and the public and proposed adding further toilet facilities within the Town.
- After a short discussion, the committee noted that any further toilet facilities should be fully disability accessible. Cllr F Bletsoe suggested that grants might be available.

RESOLVED: To make the provision of any further toilet facilities fully accessible to include adult changing facilities.

5. To discuss the impact of the Covid-19 pandemic on Regeneration projects for 2020/21

- The Chair acknowledged the enormous impact of the Covid-19 pandemic, which had negated committee decisions, as well as impacting on staff, who were now working under very different conditions.
- The Chair proposed that momentum could be regained and projects carried out with the 'new normal' parameters.
- The Town Clerk advised that there would be an impact on delivering projects for some time, particularly with large gatherings and that she would endeavour to facilitate projects in a way that was compatible with any restrictions that may be in place at the time. (For example, firebreak lockdowns).

6. To discuss a project for shop window vinyl's in Bridgend Town Centre

- The Town Clerk advised Members that this item was added as per previous minutes. The Town Clerk asked Members if they wished to proceed and gave examples of costs (that did not include artwork) that were obtained by the Democratic Officer last year. Cllr T Wood volunteered to provide artwork free of copyright.
- Cllr D Unwin advised Members that he had investigated the project proposal some time ago and its implementation would depend on financial and planning factors as well as liaising with different landlords and BCBC.
- The Chair suggested that this was not a priority and after discussion, the committee recommended that this item should be revisited, but was not urgent.

7. To discuss a project for art installations in two BTC red telephone boxes

- The Town Clerk reported that although the telephone boxes were the property of the Town Council, BT had requested access to decommission them. The Facilities Manager has liaised with BT to arrange works and there will be a cost to take off the metal bars securing the telephone boxes, costs yet to be received, therefore art installation projects will need to be on hold until work is complete.
- The Chair advised that he had spoken to the Carnegie House Artist in Residence about the project.
- The Town Clerk reported that the Artist in Residence had finished their contract and advised that due process be followed and a budget allocated for project management, materials, design and installation.
- The RFO clarified financial regulations of seeking to obtain three estimates/quotes.
- After discussion, Members proposed that local artists be approached including Bridgend College and that the budget for each telephone box be £1000 to include any necessary refurbishment and lighting. Cllr D Unwin suggested that the electricity connections remain to aid a vibrant display.
- The Town Clerk advised that she would liaise with the Facilities Manager regarding electricity.
- The Town Clerk suggested that the Community Engagement and Events team prepare a brief and invite expressions of interest that would include a budget to be reviewed at the next meeting of the Regeneration Committee.

RESOLVED: To allocate £2,000 in the 2020/21 budget for the Installation of Art and Refurbishment of two Red Telephone Boxes.

8. To receive an update on signage for the Indoor Market Toilets and consider any additional signage that may be required

- The Town Clerk advised that it would be beneficial to provide additional signage within the Town to direct the public to the facilities.
- Cllr D Unwin reported that he had identified 8 potential locations, (including the entrances to the Rhiw Market), which could also form part of the fingerpost project.
- The Chair suggested that the Rhiw Manager is also contacted regarding signage at the entrance of the indoor market.

9. To consider a motion from Cllr F Bletsoe:

"For Bridgend Town Council Regeneration Committee to purchase and install community notice boards in the 3 wards of Bridgend Town"

- Cllr F Bletsoe presented her report suggesting that community notice boards are installed in each of the three BTC wards. She advised that the suggestion came from a constituent, to inform residents of important local information in a non-electronic format.
- The following sites were proposed for the notice boards:
 - Oldcastle at the junction of Ewenny Road to Nolton Street. Either outside Capelli's old Salon or across the road by the bench.
 - Morfa Ward. Either in the Morfa street area by the crossing to the Coity Castle or across the road by the crossing for the bus station at the end of Quarella road area. Another potential site could be in Wildmill.
 - Newcastle, by the shops/Westward Community Centre or down by the bowls hall.
- She advised that Planning permission is required and there is a fixed cost of applying for planning for each unit.
- Cllr F Bletsoe advised there are a number of options for these boards including a single sided one with 2 panels for both the community and the council to share a board each. Units can have 2 or 3 boards on them. A double cabinet unit will usually only take 4 x A4 pieces of paper in each

cabinet and the community members may end up simply posting their notices on the glass outside in frustration at lack of space which defeats the object.

- Cllr F Bletsoe advised there would need to be a key holder for each unit in the community and suggested placing them near Community Centre's to offer a good opportunity for a key holder from the Centre's committee members.
- Cllr D Unwin reported that Community notice boards were already in use including one near Westward Community Centre for which he holds the key.
- The Mayor advised that the boards would be of most use in outlying locations and advised caution that boards would have to be in the right locations to be effective, taking into consideration pedestrian flow.
- The Town Clerk advised Members that a budget would need to be decided.
- Members agreed with the proposal for the location in the Oldcastle ward however suggested an alternative location in the Morfa ward near Penybont School/Minerva Street.
- Members agreed to defer agreeing a location for the Newcastle ward board until completion of the Sunnyside development.

RESOLVED: That 3 Community Notice Boards be purchased in the next financial year at a cost of £4,000 and that one board be installed in each Town Ward with due consideration to pedestrian traffic flow.

The Chair proposed that Items 10 and 14 on the Agenda be taken together:

10. To consider a motion from Cllr F Bletsoe:

"That this council supports a motion to accept the offer of Oak trees for planting within the 3 wards from the honeycomb project."

- Cllr F Bletsoe outlined her motion as follows:
- Cllr F Bletsoe explained that Bridgend Town Council have been offered trees for planting by the Honeycomb Project. Which forms part of a project called Shashamane Wales which in Amharic means "clean air" Wales. It is part of their aim as beekeepers to plant bee friendly trees across South Wales. This is to mitigate the potential destruction by wind systems as barriers and to reforest areas for food security for bees.
- Cllr F Bletsoe advised that they have 1000 trees to plant this winter and aim to make it 1m planted in the next 2 years.
- She reported that the trees are currently being held at the HS2 site and will be ready for delivery from November 23rd if BTC wish to take them and that they will be taken to the Cwm Gors site which is the Honeycomb HQ, ready for distribution to BTC when ready.
- Cllr F Bletsoe stated as BTC now have grounds in Ty Ardd, BTC would be able to store them there until they are planted; she also proposed putting a call out for locals who have an interest in arboreal matters and supporting this eco project to help with the planting.
- It was noted that a planting plan would need to be formulated and Cllr F Bletsoe suggested that a working group is established to do this.
- Cllr F Bletsoe advised that the trees come as bare root stock which require planting within 7 days or they can be potted and planted at a later date.
- Cllr F Bletsoe provided the following costs: approx. cost of £350 per 1000 bare root stock plus the additional cost of plant pots (1000 = £1,250) and 100 compost bags = £400 if supplied by the Honeycomb project, which doubles if BTC require 2000 oak trees.
- She advised the trees can be planted from March to October and recommend in light of the trees being ripped up at the site adjacent to Ty Ardd, now would be an opportune time to consider a large scale tree planting scheme in all BTC wards.
- Chair thanked Cllr F Bletsoe and invited Cllr T Wood to speak on his motion.

14. To consider a motion from Cllr T Wood regarding tree planting:

"I would like to identify several areas in the town wards (along with Councillor Unwin who I know is always looking to identify these areas) to plant colourful trees such as Acers, Cherry Blossom and other types of colourful trees that show amazing colours in Autumn."

- Cllr T Wood referred Members to his motion and advised costings of £35 to £55 per tree.
- Chair explained that diseased trees would need be removed from the new Bridgend Town Hall site and that public opinion was strongly in favour of replanting.
- Cllr D Unwin advised that prior work was needed before approval could be given for tree planting. He explained that Bridgend Town Council has planted 500 trees in the last few years, each needing a different set of strict criteria and involvement from different departments within BCBC.
- Cllr D Unwin reported that stock would also need to be given the best chance of survival with tree guards and recommend planting in October/November 2021.
- Cllr D Unwin advised Committee that he was awaiting the outcome of a bid to Welsh Government for a tree-planting grant.
- He further advised that the cost of both motions as well as a Newbridge Fields tree-planting project would be approximately £10,000; he stated he was supportive of the motions in relation to their environmental impact.
- Members proposed that the project commence in the financial year 2021/22 and a working group be formed to include Cllr D Unwin, Cllr T Wood and Cllr F Bletsoe and that a report be presented at Full Council with recommendations.

RESOLVED: That a working group be set up to include Cllrs D Unwin, F Bletsoe and T wood to maintain contact with those that have offered trees and to plant as many trees in the wards as possible.

- The Town Clerk asked that she be provided with notes from each working group meeting.
- The Chair extended an open invitation to all Councillors to join the Tree Planting Working Group.

11. To consider a motion from Cllr F Bletsoe:

"That the regeneration committee consider a project to install free water fountains such as those on Aberystwyth sea front and that Porthcawl are considering. I propose there is at least one in each ward and the committee is to discuss, siting them, funding them and installation"

- Cllr F Bletsoe outlined her motion as follows:
- Cllr F Bletsoe advised that the water fountain has a bottle filling station at the top to encourage the end of single use bottles and to encourage refills. She explained that there is a side water fountain style arm that is for use by anyone who is thirsty without a water bottle (runners, homeless or visitors to the town who may not have bought a bottle.) and that it is positioned at a height that can be used by anyone in a wheelchair making the fountains accessible.
- Cllr F Bletsoe advised that there is a dog water bowl at the base to allow dogs to drink with ease.
- She stated that the unit is formed in one piece and is made from marine grade steel on all parts (316) and it is 80kg in overall weight so it is a hefty unit and is considered anti vandal as they are often sited in unsupervised areas.
- Cllr F Bletsoe advised that they are designed to withstand being run into with a car so they cannot be easily broken and they are powder coated with automotive grade paints; they can be delivered with instructional signwriting and logos. She confirmed there are no handles or parts sticking out to break off and that they can be used with a knee to press the button in light of the pandemic.
- Cllr F Bletsoe advised that the fountains are a stock item and always in stock and that the only delay may be if a large authority places a significantly large order.

- She reported that they need to be sited on a plinth of concrete with the pipe works attached to a mains supply. A water meter can be attached to ensure all water used is paid for by the council going forward.
- Cllr F Bletsoe advised as each unit has differing amounts of usage and the councils they supply them to won't share the information with the company she didn't have any exact figures for usage as an example. She advised that a 500ml bottle would be the maximum amount used per person and that 40 people a day, 7 days a week and 365 days a year be approximated using the charges that Welsh Water use on their tariffs for Carnegie House.
- Cllr F Bletsoe suggested approaching Welsh Water and Lady Dunraven with the connection with the original water fountain to see if either would like to sponsor the costs on going. (Welsh Water under corporate social responsibility).
- She explained that she would like to install 3 water fountains initially, one in each ward and proposed the following locations: one by the Cricket Pavilion in Newbridge fields as there is an existing water supply there. One in Newcastle and one in Morfa and asked for suggestions for these areas.
- Cllr D Unwin stated that he was not against the project but outlined factors that would need to be considered before the project went ahead. These would include permissions from BCBC and respective departments, Welsh Water, Maintenance of the stations to the required standard, maintenance of underground water pipes and cost of landscaping.
- Cllr F Bletsoe proposed the Outdoor team could assist with the maintenance of the water fountains; Cllr D Unwin advised that the Outdoor Team may not be able to maintain the fountains and that a specialised contractor might be required.
- Cllr F Bletsoe stated that the environment and single use plastic is at the forefront of peoples issues and that due to this BCBC might be favourable. She reiterated that the installation feeds from mains pipes and the Randall Memorial is close to a main water pipe and that Newbridge Fields are piping water to the Pavilion.
- The Mayor stated that it was an interesting idea to take forward and asked if any other Town Councils had installed their own free water fountains so that information could be provided on costings, installation and any learnings to take forward.
- The Town Clerk advised that according to her research The Vale Council had installed free water fountains within its boundaries at a cost of £40,000 and that the example projects were carried out by Borough and not Town Councils. She suggested it would be beneficial to liaise with a Town or Community Council who had installed water fountains in order to take the project forward and for any identified, could contact their Clerk.
- Cllr F Bletsoe responded to Members questions; she advised she would confirm if the fountains are of risk of freezing during the winter months and identify any Town or Community Councils who have completed a similar project.

RESOLVED: That the motion be supported in principle and that Cllr F Bletsoe supply more information and detail before progressing.

12. To consider a motion from Cllr F Bletsoe:

"That the Regeneration Committee consider a project to make Bridgend a sensory town to make our community more inclusive for all. To discuss how we implement this, what is required and what a sensory town is"

- This item was withdrawn from the agenda by Cllr F Bletsoe.

13. To consider a motion from Cllr T Wood regarding the planting of wild flower seeds in several areas of the town wards:

“I feel that there are several areas (to be confirmed by councillors from the town wards) that we can create eco-friendly areas that will benefit bees, butterflies, insects and birds and would also brighten up these identified areas. This would also be good for the well-being of residents and look fantastic to people visiting our town wards. There are several companies offering free or low cost wild flower seeds and hope to research these in the coming weeks. I have researched how to plant these seeds and with the help of our outdoor team would like to get started with this project as soon as possible. March, April or September are the best times of year to plant these seeds which will give us plenty of time to get organised.”

- Cllr T Wood further outlined that the project would be a low cost way of contributing to the environment with a maximum expenditure of £200.
- Cllr D Unwin advised that there were two large areas already in situ at the Waterton Roundabout, which had been planted in conjunction with BCBC. Cllr D Unwin suggested that impregnated turf might be a better option if locations could be found.
- After discussion, Cllr D Unwin proposed that this project be added to the Tree Planting Working Group in order to come to a positive conclusion as well as a formal agreement and plan with BCBC.
- **RESOLVED:** That the planting of wild flower seeds in several areas of the town wards be added to the Regeneration Committee Tree Planting Working Group in order to come to a positive conclusion as well as a formal agreement and plan with BCBC.

15. To consider a six monthly survey of empty retail units in Bridgend Town Centre and associated report provided by Cllr D Unwin (deferred from October Town Council meeting) and make recommendations to full Council.

- Cllr D Unwin reported that 28% of the retail units in the town were empty and that this figure was above the national average; he stated that after Christmas 2020 the figure would very likely be higher.
- Cllr D Unwin suggested that retail would need to be replaced with more innovative ideas to bring footfall into the town that did not rely on retail only and referenced that in some parts of England the inclusion of medical centres had been successful. He proposed that the Regeneration committee liaise with BCBC as the number of empty units had now increased and passed the point where BCBC should take emergency action.
- The Chair noted that the above facts were of the utmost concern.
- Cllr D Unwin also advised that there were no longer buses running after 7pm, so preventing footfall to restaurants and pubs affecting the night-time economy of the town.
- That Cllr D Unwin prepare an updated report for inclusion on the agenda of Full Council, at its January 2021 meeting.

16. To consider a proposal from Cllr F Bletsoe & Cllr I Williams (deferred from October Town Council meeting):

“To consider information provided about the Britain in Bloom competition being implemented in all three town wards via Cllrs to support residents in a re- starting of post covid pride and mental wellbeing in the 3 wards and discuss the possibility of entering the “It’s Your Neighbourhood” category.”

- The Chair suggested that the motion be included within the Tree Planting Working Group for consideration and budget allocation.

RESOLVED: That consideration of the Britain in Bloom competition, together with budget be included for discussion at the Tree Planting Working Group.

17. To consider an email from BCBC detailing a meeting regarding the Bridgend Town Masterplan

- The Town Clerk invited Members to attend a consultation, which would take place on either the 30th November or the 3rd December 2020 via skype/Microsoft teams.
- The Chair proposed that the whole team attend if possible on Monday 30th November after 10am.

RESOLVED: That the Town Clerk confirm the date and time and liaise accordingly.

18. To consider and agree projects, timescales and budgets for Regeneration projects in 2020/21

- Following discussion Members proposed that the following projects be considered for completion in the 2020/21 financial year:
 - 1) Blue Plaques x 3
 - 2) Business Awards
 - 3) Red Telephone Boxes x 2 Art Installation
- The Town Clerk advised the Committee that the presenting/organising of Business Awards in March 2021 was dependant on resources.
- After discussion, The Chair proposed that a letter be sent to all businesses in the Town Centre to acknowledge their resilience and effort during the Covid-19 Pandemic instead. Cllr D Unwin advised that he would hand deliver the letters.
- Members debated the benefit of this to residents. After discussion, the proposal was accepted.

RESLOVED: That a letter in lieu of the Business Awards 2020 be prepared by the Town Clerk for distribution to all Town Centre businesses by Cllr D Unwin.

19. To receive an update on budgets and consider a Regeneration Committee budget request in preparation for the 2021/22 budget/precept meeting

- Members discussed and considered items for inclusion in the 2021/22 budget.
- The Chair proposed that a budget be requested to continue the Blue Plaque Scheme.
- Cllr D Unwin referred Members to a Blue Plaque Trail project and proposed that this be included within the budget. Members discussed the proposed project and agreed there is enough information to facilitate 10 plaques along an agreed route.

3 x BTC Community Notice Boards	£4,000
10 x Blue Plaques	£3,000
Blue Plaque Trail	£2,000
Finger Post Sign (including Twinned Towns)	£1,200
Total	£10,200

RESOLVED: That a 2021/22 budget of £10,200 be requested for Regeneration Projects.

- It was noted that further details were required for the installation of water fountains and reverse vending machines and that these costings could be reported to the Finance Committee for approval at its meeting of 1st December 2020 in liaison with the RFO.

RESOLVED: To recommend that Bridgend Town Council allocate £10,000 to the 2021/22 Tree Planting budget for Tree Planting, Wildflower Planting and Britain in Bloom Schemes.

Meeting closed 9.55pm.

Signed
Chair of Regeneration Committee

Date