C A E R P H I L L Y T O W N C O U N C I L

**C Y N G O R T R E F C A E R F F I L I**

**TOWN CLERK: TOWN MAYOR: CLERC Y DREF: MAIR Y DREF:**

**P. G. Davy Cllr Mike Prew**

13th September 2021

An Ordinary Meeting of the Caerphilly Town Council will be held on Monday 20th September 2021 at 6.30 pm by Remote Access

Any Member requiring further information on any item should contact me before the Meeting.

Phil Davy

Town Clerk

**A G E N D A**

1. To note Members’ attendance and to receive any apologies for absence.

2. Declarations of Interest in any item.

3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting

held on Monday 19th July 2021. .

4. Matters arising from the Minutes if not covered by the Agenda.

5. **COMMUNITY SAFETY MATTERS**

6. **TOWN MAYOR’S DIARY**

7. **ENVIRONMENTAL MATTERS**

8. **TOWN CLERK’S REPORTS**

8.1 Revised Budget 2021/22.

8.2 Newsletter.

Address: The "Twyn Community Centre The Twyn Caerphilly CF83 IJL

Telephone: Caerphilly 07950 935822

E-mail: caerphillytowncouncil@outlook.com

Office hours: Monday, Tuesday and Wednesday mornings 9.30 a.m. to 12.30 p.m.

8.3 October Half Term Sports Scheme

9. **PLANNING MATTERS**

10. **PAYMENT AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

10.3 Application for Financial Assistance.

11. **CORRESPONDENCE**

11.1 Employment Land Review – Replacement Local Development Plan.

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

There were no requests.

This Meeting will be held in accordance with Section 47 of the Local Government and Elections (Wales) Act 2021 by remote access. Any member of the public or media wishing to attend this meeting should contact the Town Clerk at:

[caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

All documentation about and relating to this and any other Town Council Meetings undertaken either in person or by remote access will be made available on the Town Council Website.

[www.caerphillytowncouncil.co.uk](http://www.caerphillytowncouncil.co.uk)

**C A E R P H I L L Y T O W N C O U N C I L**

**C Y N G O R T R E F C A E R F F I L I**

**TOWN CLERK: TOWN MAYOR: CLERC Y DREF: MAIR Y DREF:**

**P. G. Davy Cllr Mike Prew**

**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY TOWN COUNCIL**

**HELD BY REMOTE ACCESS ON MONDAY 19TH JULY 2021**

**Present:**

Councillors P J Bevan, C Elsbury, J Fussell, J Grenfell, S Hodder, H Jackson,

S Kent, M Prew, J Pritchard

**Apologies:**

Councillors R Bidgood, J Hibbert, S Morgan

**In Attendance:**

P G Davy, Town Clerk

**35 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 21st June 2021**

Minutes of the Ordinary Town Council Meeting held on 21st June 2021 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**36 MATTERS ARISING**

There were no matters arising.

**37 COMMUNITY SAFETY MATTERS**

It was noted that police patrols had increased in Morgan Jones Park.

**38 TOWN MAYOR’S DIARY**

The Mayor had attended an open day with Sense Cymru and was impressed by the work and dedication of the staff.

He commended the work of the Caerphilly in Bloom Group who had been readying the town for the judging.

Address: The "Twyn Community Centre The Twyn Caerphilly CF83 IJL

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E-mail: caerphillytowncouncil@outlook.com

Office hours: Monday, Tuesday and Wednesday mornings 9.30 a.m. to 12.30 p.m.

**39 ENVIRONMENTAL MATTERS**

Residents had continued to raise concern about the development at Virginia Park and Members were liaising with the Planning Department in respect of potential breaches of planning conditions.

Efforts by businesses in the town to attract more custom by installing outside seating on extended paved areas was supported by all Members.

**40**  **TOWN CLERK’S REPORTS**

1 Fireworks Display and Christmas Events 2021

Due to the advance planning and contracting with suppliers it was necessary to decide on whether the fireworks display, and Christmas events should proceed in 2021. The Town Clerk had circulated an addendum to the report following the Welsh Government

publication of the review of the Health Protection (Coronavirus Restrictions) (No 5) (Wales) Regulations on 14th July 2021. Wales moves to alert level 1 from 17th July and if coronavirus infection levels allow moves to a new alert level zero from 7th August 2021 when most of the Covid rules in Wales are removed. Notwithstanding the changes Covid risk assessments remain a legal requirement for businesses, employers, and event organisers. Reasonable measures are legally required to manage the risk of coronavirus but they are for each organisation to determine based on the outcome of their risk assessment, including in relation to physical distancing. The Town Clerk outlined a series of considerations for the Members and advised that in view of the legal requirements, the practical issues, uncertainty of the coronavirus risk as case rates rise, the risk to public money, the risk to public health and the difficulty in satisfactorily mitigating the risks the most prudent decision would be not to proceed with the events in 2021.

Following discussion it was resolved:

The fireworks display, Christmas lights switch on event, and Christmas Lantern Parade are all cancelled for 2021.

In view of the savings that will arise a revised budget report is presented to the September Town Council meeting.

2 Q1 Budget Monitoring (2021/22 Financial Year)

Expenditure of £11,337 had been incurred in Q1 (April to June), which represented 9.5% of the estimated budget for 2021/22.

The report was noted.

3 The Community Council Clerk Qualifications Regulations

Welsh Government intends to introduce regulations which specify the qualifications the clerk to a town or community council must hold to enable the council to exercise the general power of competence under the provisions of the Local Government and Elections (Wales) Act 2021.

The lack of the general power does not affect any of the activities currently undertaken. Reliance can continue to be placed on specific legal powers which already cover a wide range of discretionary activities. The benefit of the general power is that it avoids the need to check whether a specific provision has been enacted.

It was noted that Town Clerk does not currently hold any of the qualifications specified by Welsh Government.

It was resolved to respond to the Welsh Government consultation raising concerns that the proposals will limit the pool of potential applicants for clerk’s roles and preclude individuals who have wide local government experience and qualifications but not the specific qualification stipulated by Welsh Government.

4 Replacement Notice Board

The current wall mounted external notice board is in poor condition due to weather and general wear. Quotations had been requested for a replacement wall mounted external notice board, and as an alternative for a post mounted freestanding dual door external notice board located on the paved area in front of the Twyn community centre. The latter will require the consent from the landowner (CCBC) and will also require a planning application. Two suppliers had been approached but only one had submitted a response. The quotations for the two options were supply only.

No specific budget provision has been made for replacing the notice board but a virement can be made from anticipated savings.

It was agreed to support the option for the post mounted freestanding notice board which is subject to consultation with CCBC, and a virement of £2000 was approved. (The virement will be included as part of the revised budget report in September 2021.)

5 Hybrid Town Council Meetings – Technical Support

At the Town Council meeting on 21st June, it was resolved to adopt hybrid meetings from September 2021 to enable both in person and remote access participants to both see and hear each other. This was subject to investigating and acquiring the additional equipment required. Two companies were invited to advise on the best solution and to quote for additional equipment together with initial support, testing and training.

No specific budget provision has been made for the purchase of audio visual equipment but a virement can be made to the IT budget to cover the cost.

It was resolved in principle to appoint Drake Audio Visual, Cardiff to supply the equipment and technical support to set up a full functioning hybrid meeting at a cost of £2051-85 +vat, and to take up the 2 year service / maintenance contract at a cost of £892-50 +vat and a virement was approved to cover these costs. This is subject to further investigation of a dedicated broadband service for the Town Council as an alternative to the public wifi system in the Twyn community centre which has limited bandwidth and is not secure. (The virement will be included as part of the revised budget report in September 2021.)

**41 PLANNING MATTERS**

The following planning applications were considered, and comments made as follows:

21/0615/FULL – no objections

21/0644/COU – no objections

21/0634/FULL – no objections

Councillor J Grenfell declared an interest and took no part in the discussion or decision making on this application.

21/0196/NCC – no objections

21/0657/FULL – no objections

21/0574/FULL – the principle of residential development on this site is acceptable but the current proposal is unsatisfactory due to the number of dwellings, traffic generation and poor access arrangement and overlooking causing privacy problems to adjacent development.

21/0664/FULL – no objections

21/0572/FULL – no objections

21/0663/FULL – no objections

21/0683/FULL – no objections

Councillor J Fussell declared an interest and took no part in the discussion or decision making on any of the applications.

**42 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Application for Financial Assistance

It was agreed to provide further support to the Caerphilly County Borough Taxi Drivers Association by allocating £2500 of CIL funds to cover the cost of installing a coin entry system to the disabled toilet, subject to CCBC as the building owner procuring the work and the Town Council reimbursing CCBC from the CIL account to a maximum of £2500.

(Note this arrangement was previously agreed in June 2019 when funding was provided from CIL for the coin entry systems to the male and female toilets.)

**43 CORRESPONDENCE**

No items of correspondence reported.

**44 MEMBER REQUESTS FOR FUTURE REPORTS**

In respect of the revised budget report requested under minute 40.1 the Town Clerk suggested that Members email any proposals where budget savings may be redirected.

A request was made for the Community Award presentations deferred in March 2020 due to the pandemic to be rearranged when this is practical.

The meeting closed at 8.00pm.

**Agenda Item 8.1**

**Report to Town Council 20th September 2021**

**Revised Budget 2021/22**

The budget for 2021/22 was approved by the Town Council in November 2020 on the assumption that it would be a near normal year in respect of expenditure. This has not proved to be the case and at the July 2021 meeting of the Town Council the decision was taken to cancel the fireworks display, Christmas Lights switch on event and Christmas Lantern Parade for the second year. This will result in savings against the original budget offset by a reduced income and by virements already approved. A revised budget is set out in the attached appendix to the report. The projected outturn and balances at 31st March 2022 are provisional as there may be further changes before the end of the financial year which could affect the projection. The narrative below explains the key changes that result in the revised budget.

**Income**

Income will be lower than the original budget as there will be no fireworks sponsorship and no street collection. The CIL payment for 2021 is significantly lower than the figure budgeted. The income will be reduced by £7489. The original budget was balanced by a contribution from balances of £7572. Balances can only be used once and in view of the events that have been cancelled the original need for this contribution has been removed. The £7572 should therefore be netted off from the expenditure budget to arrive at the true savings.

**Expenditure**

The following expenditure budget savings can be confirmed following decisions already taken:

£

Sponsored Events

Food Festival 500-00

Flower Festival 5750-00

Big Cheese 1750-00

Town Council Events

Fireworks Display 16000-00

Lantern Parade 9000-00

Other

Member Allowances 1200-00

Summer Sports Scheme 5000-00

**Total**  39200-00

Offset by reduced income 7489-00

Offset by contribution from balances 7572-00

\_\_\_\_\_\_\_\_

Budget savings 24139-00

The Town Council has already approved a number of virements on the basis of expected savings within the budget, and a request has been received to consider an allocation for the purchase of Christmas Lights.

Virements

Equipment (external notice board) 2000-00

IT (AV kit to support hybrid meetings) 3500-00

Repair to floodlights at St Martins Church 2200-00

New Proposal

Christmas Lights 5000-00

Other

Net increase of minor adjustments 830-00

\_\_\_\_\_\_\_\_

Total 13530-00

The unallocated net saving is therefore £10609 (£24139 - £13530).

The revised budget estimates for 2021-22 now show an income of £103675-93 and expenditure of £93066-53 resulting in the surplus / saving of £10609.

The projection of the year end balances is based on the revised budget estimates for 2021-22 and currently assumes the net saving shown above is carried forward into balances and that there is no movement on the operational reserves and restricted reserves (CIL account) as at September 2021. There are a number of commitments against the CIL which have to be paid out, and other changes may affect the year end balances. The projection shows that based on the assumptions the balances would total £105007-15 at 31st March 2022. The figure to focus on is the amount projected within the current account of £71400. There are earmarked sums of £14500 held against the election costs in 2022 (£12000) and the work to improve the security on the office door (£2500) which has been delayed due to the pandemic. It has been the practice to ensure there is always a minimum of £20000 for cash flow purposes as the income from the precept is received in two payments at the end of April and the end of August. Given that a contribution from balances was required to balance the original budget it may be prudent to earmark £10000 for this purpose next financial year especially if there is an intention not to increase the precept. Therefore the financial flexibility reduces to £26900 which includes the £10609 saving derived from the revised budget for 2021-22. The balances can be carried forward to be applied to future years projects / events, or to manage the precept. However balances can only be applied once, they are not recurring, and can only be renewed through a deliberate policy of generating surpluses via the annual budget process.

Members are invited to:

1 Approve the revised budget for 2021-22 and

1 Approve the additional allocation of £5000 to the Christmas Lights budget.

2 Determine whether the net saving of £10609 is allocated to another purpose or carried forward within the year end balances.

Phil Davy

Town Clerk

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Revised Budget Estimates 2021/22 Income**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Actual**  **2020/21**  **£** | **Original**  **Estimate**  **2021/22**  **£** | **Revised**  **Estimate**  **2021/22**  **£** |
| Precept | 97125.02 | 97125.00 | 97356.28 |
| Bank Interest | 95.44 | 40.00 | 40.00 |
| VAT | 12784.12 | 5000.00 | 5649.69 |
| CIL | 9344.03 | 4000.00 | 629.96 |
| Fireworks Sponsorship | 0 | 3000.00 | 0 |
| Fireworks Collection | 0 | 2000.00 | 0 |
| Miscellaneous | 0 | 0 | 0 |
|  | | | |
| **TOTAL** | 119,348.61 | 111,165.00 | 103,675.93 |

Revised Income 103675.93

Revised Expenditure 93066.53

Net Saving 10609.40

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Revised Budget Estimates 2021/22 Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Actual**  **2020/21**  **£** | **Original**  **Estimate**  **2021/22**  **£** | **Revised**  **Estimate**  **2021/22**  **£** |
| **Members** |  |  |  |
|  |  |  |  |
| Town Mayors Allowance | 900.00 | 900.00 | 900.00 |
| Members Allowances | 450.00 | 1800.00 | 600.00 |
| Civic Regalia / Travelling | 0 | 0 | 0 |
| Election Costs | 0 | 0 | 0 |
|  |  |  |  |
| **Staff** |  |  |  |
|  | | | |
| Salaries /Statutory Deductions | 19193.64 | 19700.00 | 19700.00 |
| Travelling | 0 | 500.00 | 500.00 |
| Payroll Admin | 218.30 | 252.00 | 150.00 |
| Pension (Employer) | 143.77 | 150.00 | 150.00 |
| Employer N.I. | 775.34 | 785.00 | 850.00 |
| Audit Fee | 504.85 | 400.00 | 500.00 |
| Insurance | 1684.55 | 1800.00 | 1766.53 |
|  |  |  |  |
| **Administration** |  |  |  |
|  | | | |
| Office Rent / Business Rates | 2389.13 | 6000.00 | 6000.00 |
| Tel/Postage/Stationery/Subs | 929.95 | 1000.00 | 1200.00 |
| Furniture/Equipment | 0 | 500.00 | 2500.00 |
| IT / IT Support | 1179.57 | 2000.00 | 5500.00 |
|  | | | |
| **Sub total** | 28,369.10 | 35,787.00 | 40,316.53 |

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Revised Budget Estimates 2021/22 Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Actual**  **2020/21**  **£** | **Original**  **Estimate**  **2021/22**  **£** | **Revised**  **Estimate**  **2021/22**  **£** |
| **Brought forward** | 28,369.10 | 35,787.00 | 40,316.53 |
|  | | | |
| Sponsored Events | 0 | 16000.00 | 8000.00 |
| Concessionary Hires | 0 | 0 | 0 |
| Fireworks Display | 1750.00 | 16000.00 | 0 |
| Floral Decorations | 12208.48 | 16000.00 | 16000.00 |
| Christmas Lights | 12865.88 | 9000.00 | 14000.00 |
| Lantern Parade | 0 | 9000.00 | 0 |
| Financial Assistance (Grants) | 11050.00 | 6000.00 | 6000.00 |
| Summer Sports Scheme | 0 | 5000.00 | 0 |
| Fireworks Charity Donation | (inc. in financial ass) | 4000.00 | 4000.00 |
| Floodlighting – St Martins | 101.10 | 350.00 | 2550.00 |
| Subscriptions | 166.00 | 250.00 | 250.00 |
| Twinning | 0 | 250.00 | 250.00 |
| Newsletter | (inc. in Admin) | 900.00 | 900.00 |
| Miscellaneous | 89.00 | 200.00 | 800.00 |
| VAT | 5649.69 | VAT included in above figures | |
| CIL Projects |  | Only recorded when expenditure incurred | |
|  | | | |
| **TOTAL** | 72,249.25 | 118,737 | 93,066.53 |

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

Revised Budget Estimates 2021/22

Projected Balances at 31.03.22

This is a projection based on the revised income and expenditure estimates for 2021/22 and assumes the net saving of £10609 is carried into balances. However, if this sum is reallocated the balances will reduce by same amount.

**£**

Balance b/f from 2020/21 94397.75

Revised income 2021/22 103675.93

198073.68

Less revised expenditure 93066.53

105,007.15

Balances would be held as follows at 31.03.22

Community Direct Plus A/C 71400.56

Operational Reserves 10638.13

Restricted Reserves CIL 22968.46

105,007.15

The following are estimated sums against balances

71400.56

Election costs 2022 12000.00

Office door security upgrade 2500.00

(work delayed due to pandemic)

Cash flow 20000.00

Contribution to budget 2022/22 10000.00

Uncommitted 26,900.56

– 10,609.40

= 16,291.16

Note balances can only be used once

**Restricted Reserves (CIL) – Commitments**

**£**

Available balance 22968.46

Bus station public toilets 7500.00

Directional sign War Memorial 350.00

20 mph signage Cwrt Rawlin PS 5000.00

Unallocated CIL 10118.46

**Agenda Item 8.2**

**Report to Town Council 20th September 2021**

**Newsletter**

A sum of £900 has been allocated in the 2021/22 budget for the production of a newsletter to residents. A draft of the newsletter is circulated separately with the agenda. A quotation of £413 has been received for the printing of a four page full colour newsletter with a print run of 7,500. The distribution cost will be £372-30. These costs are very similar to last year.

Expenditure on newsletters is authorised under the Local Government Act 1972 section 142.

The Town Council is invited to approve the newsletter and note the costs are within the budget.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 20th September 2021**

**October Half Term Sports Scheme**

A sum of £5000 was included in the budget for 2021/22 to sponsor a number of free places on the Summer Sports Scheme for children resident in the Town Council area. This has been a longstanding arrangement. However this year the costs were met by Welsh Government resulting in a saving for the Town Council. The saving is shown in the report under agenda item 8.1.

A suggestion has been received about running a sports scheme at Caerphilly Leisure Centre during the October half term. This is not something that CCBC would normally offer. Subject to funding from the Town Council CCBC is prepared to consider a bespoke scheme that would only be open to residents of the Town Council wards.

There will be additional costs associated with a bespoke scheme for coaches, facility hire etc and the cost per child per day would be £10-80.

CCBC has put forward the following proposal for discussion:

£

For 20 children to attend for five days 1080

Equipment /PPE 400

Cost of 2 coaches 1200

Facility hire of Leisure Centre 600

Optional promotion material 200

**Total cost 3480**

Given that there hasn’t been a previous October half term sports scheme the take up of places is unknown.

Sean Davies, Sport Development Officer for CCBC will attend the Town Council and respond to any questions on the proposal.

Members are invited to consider the proposal and determine whether to direct savings identified in the revised budget 2021/22 towards funding an October half term sports scheme at Caerphilly Leisure Centre.

Phil Davy

Town Clerk

**Agenda Item 10.1**

**Report to Town Council 20th September 2021**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile phone | 21.83 |
| Internet | Boverton Nurseries | Floral Displays | 6502.20 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | Amberol Ltd | Planters | 316.20 |
| Internet | HMRC | Income Tax & NI | 562.21 |
| Internet | Admin Assistant | Salary July | 383.31 |
| Internet | Town Clerk | Salary July | 740.59 |
| Internet | Digital Systems UK | Printing | 36.00 |
| Direct Debit | NEST | Pension July | 27.95 |
| Debit Card | Microsoft | Software Subscription | 59.99 |
| Debit Card | BT | Telephone Landline (final) | 9.41 |
| Internet | Twyn Community Centre | Rent | 400.00 |
| Internet | EE Ltd | Mobile phone | 21.20 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | HMRC | Income Tax & NI | 562.21 |
| Internet | Admin Assistant | Salary August | 383.31 |
| Internet | Town Clerk | Salary August | 740.59 |
| Direct Debit | NEST | Pension August | 27.95 |
| Internet | SSE | Energy Christmas Lights | 227.31 |
| Internet | EE Ltd | Mobile Phone | 21.20 |

It is recommended that Members note and approve the payments

**Agenda Item 10.2**

**Report to Town Council 20th September 2021**

**Bank Account Balances**

Bank Account Balances as at 1st September 2021

**£**

Community Direct Plus Account 142,455.08

Business Select Account 10,638.13

Business Select Account (Restricted Reserves) 22,968.46

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 20th September 2021**

**Applications for Financial Assistance**

**£**

Budget 2021/22 6000

Commitment 400

Available 5600

1 Caerffili and District Twinning Association

The purpose of the application is to raise funds towards the cost of hosting exchange visits with citizens and organisations in Lannion. Visits that were planned for both 2020 and 2021 have been postponed to 2022 due to the coronavirus pandemic. The Association has 38 members who are resident in the Town Council area. In accordance with the policy a grant of £250 could be awarded. In April 2021 the Association had a balance of £5344-44 in their account. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137.

The Association received a grant of £250 from the Town Council in September 2020.

**Financial Assistance – Application Form**

**Name of Organisation**

Caerffili and District Twinning Association

**Purpose or Activities of Organisation**

To further cultural links between the people of Caerphilly and the twin town of Lannion in Brittany.

**Membership of Organisation / or Beneficiaries of Activities**

38 Members

**Membership Fees**

£20 family membership, £10 single adult

**Present Financial Position**

In April 2021 the organisation had a balance of £5344-44 in their bank account

**Purpose for which assistance is required and estimate of costs**

To contribute towards the expense of hosting our Breton visitors and to financially support our member organisations who exchange with citizens and organisations in Lannion.

**Agenda Item 11.1**

|  |  |  |
| --- | --- | --- |
|  | Your Ref/Eich Cyf: |  |
| Our Ref/Ein Cyf: |  |
| Contact/Cysylltwch â: | Dave Lucas |
| Telephone/Ffon: | 01443 |
| E Mail/E Bost: | lucasdj@caerphilly.gov.uk |
| Date/Dyddiad: | 6 August 2021 |

Dear Clerk

EMPLOYMENT LAND REVIEW

Caerphilly County Borough Council has commissioned BE Group to undertake an Employment Land Review for the County Borough. This forms part of an updated evidence base for the Replacement Local Development Plan. It will include a comprehensive study of the need and demand for office, manufacturing and warehouse space across the whole of Caerphilly.

As part of the study BE Group is consulting with key stakeholders and in this respect, they are seeking the views of your Town/Community Council regarding supply and demand/need for employment sites and premises in your area. It may be, for example, that there are buildings or sites in your local area which you wish to see redeveloped. It may be that the Town/Community Council considers there is a need to provide more local employment opportunities. Other possible views could relate to:

* The impacts of the Covid-19 Pandemic on the local economy
* A need for more sites for employment development
* A requirement for an improved supply of office/industrial premises
* A desire to attract employers to your area
* A wish to encourage more people to work locally
* The protection of the local area from unwanted development.

These are just examples. It is recognised that each Town/Community Council varies in size, population, employment activity, etc. and may therefore have differing views or issues. Caerphilly County Borough Council would be grateful, therefore, if you could highlight this matter at your next Town/Community Council meeting. We would very much appreciate any comments you may have, which should be provided direct to the BE Group either by:

Email: [chriswilson@begroup.uk.com](mailto:chriswilson@begroup.uk.com)

Writing to: BE Group, 1st Floor, 501 Birchwood One Business Park, Dewhurst Road, Birchwood, Warrington WA3 7GB

BE Group look forward to hearing from you and should you require any further clarification then please do not hesitate to contact Vince Sandwell or Chris Wilson at BE Group, tel: 01925 822112.

**Please can you respond by the 15th October 2021.**

Yours faithfully

Letter

Description automatically generated with medium confidence

Dave Lucas

Team Leader, Strategic Planning