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

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

**CLERC Y TREF: MAER Y TREF:**

**TOWN CLERK: TOWN MAYOR:**

**P G Davy Cllr M Prew**

8th September 2025

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 15th September 2025** at 6.30 pm **by Multi Location**

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 21st July 2025. . .

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

Minute 42.2 Twinning Caerphilly Town and Dymer Ukraine

Minute 42.4 Megaday 2025

5. **COMMUNITY SAFETY MATTERS**

6. **TOWN MAYOR’S ANNOUNCEMENTS**

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

**Telephone: Caerphilly 07950 935822**

**E-mail: caerphillytowncouncil@outlook.com**

**Office hours: By Appointment Monday to Friday**

7. **ENVIRONMENTAL MATTERS**

7.1 Caerphilly Town Centre Audit July 2025

8. **TOWN CLERK’S REPORTS**

8.1 Local Government Pay Award 2025/26.

8.2 Caerphilly Town Centre Summer Floral Displays.

9. **PLANNING MATTERS**

10. **PAYMENTS AND FINANCIAL MATTERS**

10.1 List of Payments

10.2 Bank Account Balances

10.3 Applications for Financial Assistance

11. **CORRESPONDENCE**

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

The meeting will be held in accordance with Section 47 of the Local Government and Elections (Wales) Act 2021 by multi location.

Any member of the public or media wishing to attend this meeting by remote access 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 meeting undertaken by hybrid format or fully by remote access will be made available on the Town Council website:

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

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

**C A E R F F I L I T O W N C O U N C I L**

**CLERC Y TREF: MAER Y TREF:**

**TOWN CLERK: TOWN MAYOR:**

**P G Davy Cllr M Prew**

**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY TOWN COUNCIL HELD BY MULTI LOCATION ON 21ST JULY 2025**

**Present:**

Councillors, M Downes, J Fussell, J Grenfell, S Kent, C Lewis, A Broughton Pettit,

J Pettit, M Prew

**Apologies:**

Councillors, PJ Bevan, C Elsbury, P Reed, D Roberts

**In Attendance:**

L Gibbs Gwent Police

P Pole, E Davies, Cynefin Cymru

P G Davy, Town Clerk

Prior to the start of the meeting representatives from Cynefin Caerffili gave an update on developments relating to the Caerphilly Workmen’s Hall and Cultural Quarter project, which are part of the Caerphilly Place Making Plan. Cyefin Caerffili is a charity and CIC with the purpose of promoting and organising community based arts, cinema and theatre. The organisation had taken a lease on the former Barclays Bank as a base to develop their ideas and funding had been secured from Film Cymru and the Arts Council.

**34 MINUTES OF THE ORDINARY TOWN COUNCIL HELD ON 16TH JUNE 2025**

Minutes of the Ordinary Town Council held on 16th June 2025 were received, confirmed and signed by the Mayor.

**35 MATTERS ARISING**

No matters arising.

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**36 COMMUNITY SAFETY MATTERS**

A written report had been received from Gwent Police which highlighted:

* Reduction in ASB calls in Morgan Jones ward during June
* Targeted patrols in Churchill Park in late afternoons and early evenings
* Increased patrols of Gallagher Retail Park due to thefts from Currys, Aldi and B&M Bargains
* Regular patrols of Castle Grounds and Castle View Lake
* Attendance at Caerphilly Pride
* Off road bike operation in Morgan Jones Park, Pontygwindy Road and Caerphilly Mountain
* Indoor market site in Pentrebane Street continually targeted by youths
* Various community engagement events

Members raised:

* Continuing nuisance caused by e bikes
* Youths congregating in Dafydd Wiliams park
* Car fire in Bronrhiw Avenue
* Youths kicking doors in Nantgarw Road

**37 TOWN MAYOR’S ANNOUNCEMENTS**

The Mayor had visited the churches during the Flower Festival and complimented the standard of the displays. He had attended the Ukraine exhibition in Caerphilly Library, a charity football match for Velindre hospital, the Caerphilly Ladies football tournament, a celebration at Ty Hafan, and met the new team at St Martins Church.

**38 ENVIRONMENTAL MATTERS**

Concern was raised at the number of vehicles entering and leaving the Virginia Park development site.

**39 TOWN CLERK’S REPORTS**

1 Community Infrastructure Levy (CIL)

The CIL payment for 2024/25 of £8790.34 was noted which takes the total CIL receipts since 2016 to £52209.55. Currently there are no projects under active consideration and the Town Council has previously decided to allow the funds to build up with a view to support a larger project. The uncommitted CIL is £25395.86.

2 Q1 Budget Monitoring 2025/26 Financial Year

Expenditure in the period 1 April 2025 to 30 June 2025 was £23724.14 which represents 17% of the budget approved in November 2024. The report was noted.

3 Environment (Wales) Act 2016 – Biodiversity Statement Review

In accordance with the duty under section 6 of the Environment (Wales) Act 2016 the Biodiversity Statement was reviewed but there are no substantive changes since the last three year review in 2022.

**40 PLANNING MATTERS**

A list of all planning applications received since the last Town Council in June 2025 was included on the agenda as confirmation of consultation by the Local Planning Authority. The applications are circulated as soon as received from CCBC on an individual basis and it is for Members to identify any matters they wish to raise before the expiry of the

21 day consultation period.

Councillor J Fussell declared an interest as a member of the CCBC Planning Committee.

**41 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved

2 Bank account balances were noted

3 Applications for financial assistance

**Eisteddfod y Cymoedd**

A grant of £500 was awarded. Expenditure authorised under the Local Government Act 1972 section 145.

**42 CORRESPONDENCE**

1 National Urdd Eisteddfod Gwent 2027

A request for financial support had been received. It has been the practice to support local Welsh language and cultural events rather than national events. Members decided to make an exception when the Urdd locates to Gwent in 2027. It was agreed to include a sum of £1500 in the sponsored events budget for 2027/28 and the Urdd should be advised of the sponsorship commitment.

2 Proposal for Twinning Arrangement between Caerphilly Town and Dymer in Ukraine

The existing twinning between Caerphilly and Lannion in Brittany is organised and planned by the Caerphilly and District Twinning Association which is an independent body. The Town Council does not have the resources to proactively engage in and promote any twinning arrangement. It was agreed to refer the proposal to the Twinning Association for consideration.

3 Cwrt Rawlin School – Minor Authority Governor

It was agreed to confirm Councillor D Roberts as the Minor Authority Governor.

Councillor J Fussell declared an interest as a member of the Governing Body.

4 Megaday 2025

The organiser had informed the Town Council that the Megaday 2025 event would be relocated to Bedwas Workman’s Hall. As this location was outside the area of the Town Council it was agreed that any sponsorship would need to be reviewed and further information was requested on the costs of the 2025 event.

Councillor M Prew declared an interest as a founding member of the event.

**43 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 8.30 pm.



**TOWN CENTRE MANAGEMENT TEAM –**

**CAERPHILLY TOWN CENTRE**

**BRIEFING NOTE: UPDATE ON CAERPHILLY TOWN CENTRE AUDIT**

**DATE: JULY 2025**

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| --- |
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**1. BRIEFING NOTE SUMMARY**

**1.1** The purpose of this briefing note is to update Elected Members and Town/Community Councillors on progress made against the Caerphilly Town Centre Audit as of July 2025.

**1.2** This briefing note contains details of recently completed actions and the work being progressed against the remaining action points.

**2. TOWN CENTRE AUDIT**

**2.1 Public Realm Enhancement**

Windsor Square and Stockland Square have undergone a full regeneration as part of the Caerphilly Town 2035 Placemaking Plan to create more open space while introducing more greenery, seating, and improve bin facilities for local businesses. The Town Centre Team have delivered letters to nearby businesses advising appropriate use of the bin screening areas.

**2.3 Pentrebane Street**

As part of the Caerphilly Town 2035 Placemaking Plan, demolition works on the site of the former indoor market building on Pentrebane Street began in June 2025. Residents and visitors are advised that safety measures and traffic management will be in place during the demolition to minimise disruption. There are no planned road closures.

**2.4 Interpretation Boards**

The tender to supply and install town centre noticeboards has been awarded and the project is due to be completed by October 2025. The project will have the panels of existing interpretation boards in Caerphilly town centre replaced with undated content and additional interpretation boards installed at Caerphilly Park and Ride, Dafydd Williams Park and the Twyn Car Park.

**2.5 Paving Repairs**

Highways have been instructed to undertake repairs to damaged paving in areas inspected during the town centre on-site audit.

**2.6 Meanwhile Space**

As part of a Shared Prosperity Funding objective to support the reduction of vacancy rates in town centres, Y Banc, the former Barclays building has undergone renovations to facilitate its function as a meanwhile space and is now open with the CIC, Cynefin Caerffili, operating on the ground floor whilst CCBC’s Employability Team operate from the first floor.

**2.7 Bollards to Mitigate On-Street Parking**

Due to the persistence of vehicles mounting the pavement of The Twyn, Highways have been instructed to install four bollards at the dropped kerb pedestrian crossing between Caerphilly Library and Casa Mia Restaurant.

**2.8 Caerphilly Cenotaph Drains**

At the request of the Town Centre Team, the drainage gullies around Caerphilly Cenotaph have now been cleared.

**2.9 Caerphilly Cenotaph Uplighters**

Contractors identified an underground supply fault affecting the column that feeds the uplighters. Trench works were undertaken, and a new supply was connected but the existing uplighters are no longer operational. Suitable replacements have been ordered.

**2.10 Tree Pits**

Park Services have been instructed to address the condition of the tree pits at Southgate Square that are posing a health and safety issue for foot traffic because of the tree roots. A similar approach to the recent enhancement of the tree pits at the Cenotaph will be undertaken.

Consultees: Jo Hillier-Raikes – Principal Officer Town Centres and Business Support

Gavin Barry - Highway Operations Manager

Jonathan Davies - Parks and Countryside Operations Manager

Paul Hudson - Business Enterprise Renewal Team Leader

Lorna Reed - Principal Regeneration Projects Officer

Ian Shephard - Assistant Engineer

Dean Smith - Principal Engineer, Traffic Management

Joe Williams – Acting Highway Engineering Group Manager

Hamish Munro – Caerphilly Place-making Program Manager

**Agenda Item 8.1**

**Report to Town Council 15 September 2025**

**Local Government Pay Agreement 2025/26**

The National Joint Council for Local Government Services (NJC) has reached agreement on rates of pay applicable from 1 April 2025, covering the period 1 April 2025 to 31 March 2026. The new pay rates are based on an increase of 3.2% on each spinal column point (SCP).

The following increases would apply:

Administrative Assistant – monthly increase £16.33

Town Clerk – monthly increase £46.48

Provision was made in the budget for 2025/26 for a pay increase of 3% (minute no 64.8 TC 18.11.24).

If the new pay scales are adopted by the Town Council the annual increase in salary costs will be £753.85 (based on pro rata hours for the Administrative Assistant and Town Clerk). A 3% increase in current salaries would be £706.70. The pay agreement will therefore require an additional £47.15 virement to salaries to meet the full costs in 2025/26.

Recommendation

Members are invited to determine whether they wish to implement the local government pay agreement effective from 1 April 2025 as approved by NJC.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 15 September 2025**

**Caerphilly Town Centre Summer Floral Displays**

The Town Council has funded the summer floral displays in the town centre over many years fully taking over the management when CCBC discontinued involvement. The displays consist of pedestrian rail planters and hanging baskets located throughout the town centre. There have been many compliments about the impact of the displays during the summer months.

In August 2025 an email exchange between CCBC officers was circulated to Town Councillors following a site meeting at the Cenotaph island. Within this email exchange was a request for the removal of the rail planters at the Cenotaph island as the planters were considered an obstruction to visibility at the highway crossing points. This was an unexpected intervention by CCBC officers given the number of years that floral displays have been placed in the town centre for the summer months. Furthermore CCBC officers identified concerns about pedestrian safety elsewhere in the town centre.

There were a number of exchanges with CCBC officers and discussion but no compromise. Arising from the Highways view that the rail planters impacted on highway / pedestrian safety and were in breach of traffic regulations the Town Clerk on 19 August 2025 instructed the contractor to remove 44 of the rail planters including all those at the Cenotaph island and in locations on Market Street and Cardiff Road. The only planters to remain until the end of the summer season are 7 at the Castle drawbridge and 6 at the Twyn community centre as these do not adjoin the highway.

The impact of the floral displays is significantly reduced with the removal of the majority of the rail planters and consideration now needs to be given to the future of the scheme.

In addition to the planters the scheme includes 75 hanging baskets and 3 three tier fountain planters outside the Twyn community centre. During this summer 4 hanging baskets have been lost due to the removal of corroded lamp posts and the new occupiers of the former Caerphilly Visitor Centre, Rositas, have removed five baskets from the first floor of the building. 7 baskets remain on the ground floor from the entrance to Y Galeri and around the Market Street elevation of the building.

The locations of the removed lamp posts are:

WT 95 Cardiff Road (Aktons); WT96 Cardiff Road (Caerphilly Market); WT97 Cardiff Road (Kings Arms); WT104 Cardiff Road (Superdrug).

The current contract arrangements allow for an extension into a third year (2026) but will now be dependent on consideration of the options outlined below.

Option 1 to continue with a reduced scheme

This will retain rail planters only at the Castle drawbridge and Twyn community centre and a reduction in the number of hanging baskets

14 planters

66 baskets (assumes 7 baskets can be kept on the ground floor of the former Visitor Centre

3 three tier fountains at Twyn CC

Option 2 to continue with a reduced scheme

This would be based on hanging baskets only

66 baskets (assumes 7 baskets can be kept on the ground floor of the former Visitor Centre)

3 three tier fountains at Twyn CC

Option 3 discontinue floral displays in town centre

Apart from the Twyn community centre which would be an exception

8 baskets

3 three tier fountains

Option 4 discontinue floral displays in town centre

This would be a complete withdrawal from providing any floral displays

Recommendations

1 To confirm action taken by Town Clerk to instruct the removal of 44 rail planters ahead of the end of the summer season as requested by CCBC Highways.

2 To determine the future of the summer floral displays for 2026 by pursuing one of the options outlined, or other alternative course of action.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 15 September 2025**

**Planning Matters**

This is a list of all planning applications received since the last Town Council meeting in July 2025. The applications were circulated to Members as soon as received from CCBC. They are included on the agenda as confirmation of consultation by the Local Planning Authority. No further discussion is required as in most cases the deadline for response has already passed. Where representations have been made on any planning application they are noted.

**25/0464/RM Virginia Park Golf Course, Virginia Park, Caerphilly**

Seek approval of reserved matters in respect of access, layout, scale, appearance, and landscaping of planning consent 24/0393/NCC (Vary condition 3 (Out – time to submit reserved matters) of planning consent 17/0804/OUT (Erect up to 350 homes, public open space, a local centre, and community building, new vehicular, cycle and pedestrian accesses, associated engineering works and seek approval of access) to extend the time limit for submitting reserved matters by a further two years) to erect 174 no dwellings, open space, roads, footpaths and associated works in respect of phase 1 and the discharge of conditions 6 (limit to 350 and requiring masterplan), 8 (management of retained habitats), 10 (lighting), 19 (construction engineering details), 20 (mud on road), 21 (landscaping), 22 (management plan), 24 (working method statement), 25 (construction parking), 27 (trees – new planting), 33 (leisure provision), 34 (phasing), 35 (EV charging)

**25/0499/NCC Unit18, Gallagher Retail Park, Parc Pontypandy, Caerphilly**

Vary condition 05 of planning consent 13/0025/NCC (Vary condition 04 of planning permission 07/1230/NCC to enable up to 25% of the net sales space within Unit 18 to be used for the sale of other goods not including clothing, footwear or fresh food products) to allow for the sale of convenience goods (up to 80% of the net sales space) and comparison goods (up to 20% of the net sales space)

**24/0795/FULL Land at Grid Ref 316176 187695, Meadowland Close, Caerphilly**

Erect 8 no dwellings and associated landscaping, drainage and highways access

**25/0520/HH 73 Waun Draw, Caerphilly CF83 3SL**

Install an air source heat pump to rear of property

**25/0526/HH 20 Mountain Road, Caerphilly CF83 1HJ**

Demolish existing blockwork shed and replace with multi functional outbuilding (garden storage, small DIY workshop space, outdoor office space and garden room)

**25/0509/CLPU 40 Nantgarw Road, Caerphilly CF83 3FB**

Obtain a Lawful Development Certificate fo proposed external insulation and render at the front and back of the property alongside triple glazing

**25/0512/COU Urban Building, Cardiff Road West, Urban Lane, Caerphilly CF83 1GQ**

Change the use of ground floor stores to one bedroom flat

**25/0532/HH 10 Heol Tyddyn, Caerphilly CF83 1TG**

Replace existing fence with rope fence to run along front garage and driveway

**25/0539/HH 3 Llwybr Y Coetir, Caerphilly CF83 3SS**

Erect front porch with wc

**25/0421/HH 8 Heol Tyddyn, Caerphilly CF83 1TG**

Erection of rope fence along the west boundary side of property

**25/0564/HH 5 Lon Uchaf, Caerphilly CF83 1BR**

Erect single storey rear extension

**25/0485/FULL Miller Bridges Fastenings Ltd., Unit 15, Block C, Western Industrial Estate**

Erect 2 no shipping containers at the rear of the property; erect 1 no shipping container at the front of the property; erect a canopy / shelter at the side of the property; and erect security fencing at the front and rear of the property

**25/0589/HH 36 Ludlow St, Caerphilly CF83 1GH**

Erect first floor and single storey rear extensions

**Agenda Item 10.1**

**Report to Town Council 15th September 2025**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | Digital Systems UK Ltd | Printing | 58.73 |
| Internet | EE Ltd | Mobile Phone | 12.80 |
| Debit Card | Royal Mail | Posting Audit Documents | 9.45 |
| Internet | Cwmni 2 | Welsh Language Translation | 760.00 |
| Internet | Twyn Community Centre | Room Hire | 65.00 |
| Internet | Bank Account Transfer | To Restricted Reserves | 8790.34 |
| Internet | BT | Broadband Service | 45.44 |
| Direct Debit | Sage (UK) Ltd | Payroll Software | 13.20 |
| Internet | HMRC | Income Tax & NI | 848.36 |
| Internet | Admin Assistant | Salary July | 392.25 |
| Internet | Town Clerk | Salary July | 871.38 |
| Direct Debit | NEST | Pension July | 35.73 |
| Internet | Pontypool Glazing Ltd | Repair to Noticeboard | 294.00 |
| Internet | Eisteddfod y Cymoedd | Grant | 500.00 |
| .Debit Card | Microsoft 365 (laptop) | Annual Subscription | 84.99 |
| Internet | EE Ltd | Mobile Phone | 12.80 |
| Debit Card | Royal Mail | Posting Audit Documents | 5.50 |
| Internet | BT | Broadband Service | 45.44 |
| Direct Debit | Sage/UK Ltd | Payroll Service | 13.20 |
| Internet | HMRC | Income Tax & NI | 847.96 |
| Internet | Admin Assistant | Salary August | 392.25 |
| Internet | Town Clerk | Salary August | 871.78 |
| Direct Debit | Nest | Pension August | 35.73 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 15th September 2025**

**Bank Account Balances**

Bank account balances as at 1st September 2025

                                                                £

Charity and Community Bank Account                         71364.12

Corporate Instant Deposit (operational reserves)                              51,631.61

Corporate Instant Deposit (restricted reserves)                                  25395.86

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 15 September 2025**

**Applications for Financial Assistance**

**£**

Budget 6000

Commitment 1700

Available 4300

1 Climate Action Caerffili

The application is for funding to plant bulbs (bluebells and daffodils) in the Ukrainian Gratitude Garden located in Morgan Jones Park. The cost of the bulbs will be £240. The beneficiaries will be the users of Morgan Jones Park. In accordance with the policy a grant of £240 could be awarded. The financial assistance expenditure would be authorised under the Local Government Act 1972 section 137.

**Financial Assistance – Application Form**

**Name of Organisation**

Climate Action Caerffili

**Purpose or Activities of Organisation**

A grassroots community group established in 2020 with the purpose of improving the environment in Caerphilly as part of a commitment to address climate change.

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

**Membership of Organisation or Beneficiaries of Activities**

Users of Morgan Jones Park will benefit from the flowers in the spring (100+)

**Membership Fees**

Not applicable

**Present Financial Position**

In March 2025 the community group had a bank balance of £3859 following receipt of a grant from CCBC.

**Purpose for which assistance is required and estimates of cost**

The Ukrainian Gratitude Garden in Morgan Jones Park has been created as a symbol of friendship and solidarity.

This autumn we have the opportunity to add a lasting splash of blue and yellow – the colours of the Ukrainian flag – by planting bluebell and daffodil bulbs along the garden’s banks. With the Town Council’s support, this vibrant display will bloom each springas a reminder of our community’s warmth and welcome.

Advice has been received that four 20kg bags of bulbs will provide the best effect. A quotation has been received from Woodfields Nursery for £239.96.