

**LLANTWIT MAJOR TOWN COUNCIL**

**REPORT OF TOWN STUDY STEERING GROUP MEETING HELD AT 7.00PM, ON TUESDAY, 12<sup>th</sup> APRIL, 2016, AT THE COUNCIL CHAMBER, OLD SCHOOL, WINE STREET, LLANTWIT MAJOR.**

Present;	Councillor	Mrs P. Lancaster (Chairman)
	Councillors	Mrs. S. Hanks. Mr M Mason Mrs S Geary. Mr G Morgan. Mrs J Norman. Mr D Foster
	Mrs. H. March. Mr. J. Durrant. Mr A Clark Mrs T. Benfield	Llantwit Major History Society. Bethel Baptist Church. Llantwit Major Principality Building Society Llanilltud Fawr in Flower

Apologies were tendered on behalf of;

Councillor Mr E Hacker  
Councillor Mr E Williams  
Councillor Mr R Austin  
Councillor Mr M Marsh  
Councillor Mr G John  
Ms Nia Hollins – Tourism & Marketing, Vale of Glamorgan Council  
Mr Ian Hunt – Filco Food Supermarket

Councillor Mrs P Lancaster welcomed and introduced Miss Nia Morgan, the newly appointed Administrative Assistant to Committee Members.

**Declaration of Interest Forms.**

Declaration of Interest Form was received from Councillor Mrs S Geary regarding Item 3 to note letter received from Visible Services and Transport re Llantwit Major Brown Road Tourist Signs.

**Report of meeting held on 19<sup>th</sup> January 2016**

Committee members had previously been circulated with a copy of the Report of the Town Study meeting held on 19<sup>th</sup> January, 2016, which had been ratified at the Full Town Council meeting of 28<sup>th</sup> January, 2016. Noted.

**Update by Deputy Town Clerk re Town Centres Development Officer**

The Deputy Town Clerk informed Committee members that there was still no replacement for Ms Mari-Wyn Elias-Jones, the Town Centres Development Office. Before she left the post she informed the Town Council that the Wooden Notice Board at the Train Station had been improved by installing new metal strips along the edge incorporating various celtic symbols.

The Deputy Town Clerk stated that Ms. Nia Hollins, the Principal Tourism and Marketing Officer, had reported that all Information Boards in the Vale are to be renewed/refreshed. All external panels are being repaired, painted and all internal information will be reviewed and redesigned. The information Boards to be updated in Llantwit Major are in the Town Hall Car Park, The Railway Car Park and the Post Office Wall in Boverton. The Deputy Town Clerk also informed members that the popular Llantwit Town Guides were in production so hopefully we will have new stocks very soon.

The Deputy Town Clerk read a report from Ms. Nicola Sumner-Smith which confirmed the Llantwit Major Sculpture was on track for installation in the Autumn and would include the celtic cross image. It is likely to be positioned on the grass verge adjacent to the roundabout. Heather Marsh informed Committee Members that the plans for the Sculpture were very impressive and the Sculpture would stand 8 feet high.

**To note letter received from Visible Services and Transport re Llantwit Major Brown Road Tourist Signs**

Committee member had previously been circulated with a letter from Visible Services and Transport dated 19<sup>th</sup> February 2016 regarding the removal of redundant Brown Road Tourist Signs. The letter informed Committee Members that no funding was available to remove these signs until the new financial year for 2016/2017.

**Recommended:** That the Deputy Town Clerk continue to monitor the Brown Signs until they have been removed.

**To note letter received from Environment and Housing Services re Litter Bins**

Committee member had previously been circulated with a letter from Environment and Housing Services dated 2<sup>nd</sup> February 2016 regarding Litter Bins in Llantwit Major. Noted.

**To nominate representative to sit on the Destination Management Partnership Committee**

Committee Members had previously been circulated with emails regarding an additional representative to sit on the Destination Management Partnership Committee. Committee Members discussed the best candidate for this position.

**Recommended:** That Mr Derek Driver be asked, as a member of the Events Committee, to sit as a representative on the Destination Management Partnership Committee.

### **Update by Councillor Mason on Llantwit Major Chamber in Trade**

Councillor M Mason updated Committee Members that since the last Town Study Steering Group Meeting he had walked around many businesses in Llantwit Major and Boverton asking if they would be interested in being part of a newly formed Chamber of Trade. Out of 35 businesses asked 28 were interested in forming a new Chamber of Trade, whilst 7 had no interest in being part of a Chamber of Trade organisation. Councillor M Mason stated that Mr Ian Hunt, from Filco Supermarket was very interested in forming a new Chamber of Trade and if a meeting was organised his business would provide refreshments for the evening, free of charge.

Councillor M Mason stated that Mr Moison, the past chair of the Chamber of Trade would be happy to give advice and guidance to any newly formed group however did not want to be involved himself.

Committee Members discussed organising an Open Meeting for local businesses to discuss forming a New Group and sending flyers to all Llantwit Major / Boverton businesses to publicise the event.

**Recommended:** That a letter be written and given to all Llantwit Major / Boverton businesses regarding an Open Meeting looking at forming a new Chamber of Trade for Llantwit Major. The date, time and venue for this event be determined at the Full Town Council Meeting in April.

### **Update by Councillor Morgan reference Llantwit Major Signage**

Councillor G Morgan, Councillor M Marsh and Mr Andrew Clarke, from the Principality Building Society, distributed to all Members a comprehensive report detailing existing and proposed suggestions for improving the Road Signage approaching Llantwit Major from all directions. Mr A Clarke stated whilst undertaking this signage review it was noted that from the approach to the town from Cowbridge Road and Wick Road the current Road Signs do not show Llantwit Major. He also noted that there were no Brown Tourist signs from the approach from Barry and Rhoose and the brown signs do not promote all the amenities available for Llantwit Major Tourists. Mrs Heather March commented that the St Donats Road has poor signage and should also be considered in this report. Mr John Durrant stated that there is poor signage for Tourist coming back from visiting Llantwit Major Beach. Committee members also discussed the problems large HGV vehicles cause when being wrongly advised by Sat Nav to go through the narrow Old Part of the Town

**Recommended:** That Mr Andrew Clarke updates the report to include Road Signage access Llantwit Major from St Donats Road. This revised report be ratified at the next Full Town Council Meeting.

Further

**Recommended:** The Town Clerk look to take a copy of the revised Report to the next Destination Management Partnership Meeting

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Further

**Recommended:** That Mr Andrew Clarke and Councillor G Morgan look to review the Beach Signage, Internal Town Signage and HGV signage at a future date.

**To further discuss Committee Members ideas for improving Llantwit Major Town and Community**

Mr Andrew Clarke updated Committee Members that he had been in contact with Bridget Palmer from Age Connect regarding holding a coffee morning for residents with representatives from local businesses in attendance. This would be an informal environment where residents could ask questions relating to banking, pensions, wills, tradesman etc.

Committee Members felt that the Citizen Advice Bureau could also be invited to this event and felt it was an excellent way of raising awareness of what is available to the elderly especially with our banking services declining in the Town. Committee members stated that the coffee morning should not just be for the elderly but for all age groups and the Youth Council should be approached to be involved with this proposed project.

The Town Clerk gave a brief update on projects the Town Council were undertaking at present. These included organising a Pantomime, planning an Open Meeting to set up a Tennis Club, providing Grant donations to local organisations and Play Schemes, setting up and improving our Social Media Sites and publishing what the Town Council own are undertaking via an Open Meeting and by having a stall at the Lions Day Fair.

**Recommended:** That the Town Council support Mr Andrew Clarkes initiative and any Further ideas regarding the Coffee Morning / Advice morning be given to the Deputy Town Clerk to be discussed again at the next Town Study Steering Group Meeting.

Further

**Recommended:** That a Representative from Age Connect and Llantwit Youth Council be invited to become a member of the Town Study Steering Group.

**To note Reports regarding future reshaping services for Town & Community Councils**

Committee Members had previously been circulated with reports regarding future reshaping services for Town and Community Councils. Noted.

**To discuss lighting at Youth Centre / St Illtyds Primary School**

Councillor Mrs J Norman verbally updated Committee Members, reference her concerns, regarding the poor lighting around the Youth Centre and St Illtyds Primary School. She said she had spoken to the Headmaster of St Illtyds School and the outside lighting is not kept on all night as it has been deemed economically unviable to do so. She stated that a lot of residents use Lorna Hughes Park as a walkway through to the School therefore she would

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like to propose that security lighting is placed on the Youth Centre Building looking into the Park to provide extra safety for the area.

**Recommended:** That a letter be written to the Vale of Glamorgan Council requesting security lighting be placed on the side of the Youth Centre Building looking into Lorna Hughes Park.

**To discuss Scheme for Community Funding around GWR Railways**

Committee members had previously been circulated with an Agenda Brief detailing the Customer and Communities Improvement Fund from First Great Western Railway looking to support projects in South Wales to improve areas of social need. The Agenda Brief suggested installing a notice board at Llantwit Major Station showing the history of the Station. Mrs Heather March stated she would like to see a sign as you come into Llantwit Major on the train stating 'Llantwit Major – Ancient Town- Pathway to the Heritage Coast'. Mr J Durrant stated he would like to see an Interactive or Electronic Display Board at the Railway Site. All Committee members felt that the Railway Station could be more welcoming to Tourists and Residents when entering Llantwit Major. Councillor Mrs S Hanks informed Committee Members that this area is not owned by the Town Council so permission would have to be granted in order to proceed with this Funding request.

**Recommended:** That Committee Members think of further project ideas for this proposed Project. That the Administrative Assistant finds out more information regarding time scales and projects undertaken with regard to the Customer and Communities Improvement Fund. All findings be brought back to the next Town Study Steering Group Meeting.

**To discuss Community Emergency Plan for Llantwit Major**

Committee Members had previously been circulated with a copy of an example Community Emergency Plan. The Town Clerk informed Members that the Working Group had been looking in to producing a Community Emergency Plan for Llantwit Major, using the Town Hall as the contact point. This plan would look at local organisations working together in case of an emergency, for example heavy snow falls.

Mrs Tina Benfield asked Committee Members if they were aware where any Defibrillators were housed in Llantwit Major in case of an emergency.

**Recommended:** That Committee Members ask if any of their Organisations are willing to offer Halls and/or assistance in case of an emergency in Llantwit Major. Committee Members inform the Town Clerk of their findings.

Further

**Recommended:** That the Deputy Town Clerk produce a list of where all Defibrillators in Llantwit Major are housed and place the List on all Town Council Notice Boards.

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**Date of Next Meeting.**

The date of the next meetings for 2016/2017 will be determined at the Town Council Annual Meeting to be held on 5<sup>th</sup> May 2016. The Deputy Town Clerk will then inform all Committee Members of 2016/2017 meeting dates and times.