

WELLINGTON TOWN COUNCIL**Minutes of a meeting of the Wellington Town Centre Committee held on 24th March 2021 via Zoom at 10.30am**

Present: Councillors M Lithgow (Chair), J Lloyd, M McGuffie, S Pringle-Kosikowsky, N. Powell-Brace. J. Thorne
Richard Coupe, Sharon Davis, Keith Wheatley. Donna Munson
Annette Kirk – Deputy Town Clerk
Dave Farrow – Town Clerk

1. Apologies

None received. Councillor Thorne apologised for arriving late to meeting due to logging in problems.

2. Declarations of Interest

Councillor Thorne – Prejudicial Interest in Agenda Item 6: Pop Up Shop
Personal Interest in Agenda Item 12. Daffodil PR & Communication – Sharon & Livvy are friends

3. IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF PUBLIC

No written representations had been received.

4. TERMS OF REFERENCE

The Committee agreed that there were to be no changes to the Terms of Reference.

RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING: Councillors names to be removed from the Terms of Reference

5. WELLINGTON FOOTFALL COUNTER

Councillor Lloyd gave an update:

- The Footfall Counter is positioned on the lamp post at the entrance to Squirrel Court
- Footfall Counter figures given by all towns at SWT's Opening of the High Street weekly meeting
- We have applied to SWT from Return to High Street Fund for two additional footfall counters – to be sited in High Street and South Street
- The Footfall reports are very useful to monitor visitor trends e.g. weather conditions, time spent in towns etc.,
- Visitors in the town up by 6.9% week ending 18th March 2021

6. POP UP SHOP

- An update report was circulated with the agenda prior to the meeting.
- The Wellington Bakehouse have taken up a four week booking. Essential-Retail.
- Councillor McGuffie asked if our policy for selling food and drink should be updated, as concerns were raised over food standards legislation. It was agreed that it is the responsibility of the Licensee to contact the appropriate governing bodies regarding Food Standards/Hygiene legislation. Councillor Lithgow (Chair) said he reviewed The Wellington Bakehouse Application and gave consent. The good news is that they are currently looking at town centre premises to open up permanently.
- Non-essential retail bookings will commence from 12th April 2021 if Government plans go ahead
- Perry's still progressing repairs to the roof at the back of the shop.
- Solicitors have the lease renewal in hand. Perry's have confirmed verbally that they are happy to continue

7. RETAIL PREMISES – Co Working Space

Keith Wheatley gave an update:

- Survey Results and Property Costs Report were circulated to the committee prior to the meeting
- Thank you to SWT Economic Development Team for funding the survey carried out by EWS
- This initiative being a public service, to help and offer support for public well being and mental health – this will not be a money making exercise.
- Talks have been had with MT-MIT regarding Superfast Broadband – recommended ZEN who could offer a broadband package of 300mb per sec – cost approx. £50 per month – details to be confirmed.
- EWS retained all businesses contact details to be contacted again should the initiative be successful.
- Donna Munson happy to assist in the next stage work. Donna having experience in Space Planning and Office Interiors.

RESOLVED: Committee agreed in principle to go forward to the next stage - to now find suitable property locations and provide costings

8. PROMOTIONAL SPACE/STREET TRADING CONSENTS

Councillor Lloyd gave an update

- SWT to provide a Water Bottle Refill Point, which they want it positioned outside the Old Post Office – right hand side of bench.
- SWT confirmed that WTC only manage the Promotional Space area. Somerset County Council own the area.
- Contact had been made to Asda to have the Water Bottle Refill point in Lancer Court – wait reply from Asda Head Office.

- WTC have asked if the Water Bottle Refill Point can be put near the entrance to Wellington Park – where people would most likely be doing their daily exercise.
- Wessex Water to check it weekly.
- Town Community Worker would be expected to clean it.
- Further update to be provided at next meeting

9. FARMERS MARKET

Councillor Lithgow (Chair) gave an update

- The Saturday Farmers Market's current licence had been returned to SWT by Mr Coates. Traders had been in touch with Councillor Lithgow asking if they could still trade. They were asked to apply to SWT for a Trading Consent Licence. The other option was to contact Somerset Farmers Market who are looking at setting a farmers market up on the last Saturday of every month in the High Street, Wellington.
- Concerns were raised over the Somerset Farmers Market – where were the traders coming from, would this include traders from Devon as Wellington was close to the Devon border. Would a monthly market be too many.
- What affect would the market have on current High Street businesses
- Were there other locations in the town that could be considered for the Farmers Market
- Councillor Lithgow (Chair) said the monthly Somerset Farmers Market would bring more visitors to the town, which in turn would bring more custom to café, restaurants, pubs and other retail shops.

RESOLVED: To support Somerset Farmers Market feasibility study – cost £950.00 to be paid for from the EHSF. Further funding to be agreed on the production of the feasibility study report.

10. SEPTEMBER COMMUNITY EVENT

Councillor Lloyd gave an update.

- Recent discussions with community groups and enable us to support events on Saturday 25th September and Sunday 26th September 2021.
- Saturday 25th September – “Street Fair” event organiser Wellington Carnival Committee
- Sunday 26th September – “Proms in the Park” event organiser Friends of Wellington Park
- Support funding to be provided from the “Emergency High Street Fund”
- WTC to provide some entertainment for both days from Fuse Performance Ltd – who successfully provided street entertainers leading up to Christmas

11. TO RECEIVE FEEDBACK FROM SWT ON THE INDICATIVE PLAN FOR THE TCEF

- Councillor Lloyd led the report following further meetings/negotiations with Lisa Redston SWT :
 - Additional national funding in the region of £56million will soon be available – “Welcome Back Fund” – we wait further guidance on how much WTC will be awarded. Lisa Redston asked WTC to come back with some ideas on how they would like to use additional funding. Councillor Lloyd and Deputy Clerk to provide suggestions for next SWT meeting
 - Councillor McGuffie asked if some of the funding could be considered for the Town Centre Tree Planting Initiative following the Town Council’s Climate Grant application being declined. It was suggested that one of the trees to be put on the corner of Fore Street/South Street.
 - Wellington Town Council had submitted to submit their second 8 weekly report this week. Councillor Lloyd thanked the Deputy Clerk for her efforts in putting the Project Report together.
- Deputy Clerk circulated the Project Management report prior to the meeting
- The Committee agreed the four finger post locations in order that progress can be made with the Area Highways Office and Planning approval can be obtained.
 - Corner of Fore Street/South Street
 - Corner of Victoria Street/North Street
 - Entrance to North Street Car Park (Fore Street End)
 - Courtlands Road Car Park.
- The committee agreed on the Black & Gold Heritage Design, they would like to see a cast town crest on top.
- Deputy Clerk advised the Committee that the Area Highways office was not replying to emails and asked Councillor Govier if he could do anything. Councillor Govier to contact Gwyn Hughes Somerset County Council. Councillor Thorne was also happy to assist in trying to make contact with Somerset County Council Area Highways Office
- Deputy Clerk provided the committee with a Quotation and photos from Benchmark Street Furniture to provide curved seat and planters to the corner of South Street/Fore Street – installation costs to be obtained. Together with two further quotations to supply seating and planters. It was recommended the seat outside the post office is replaced to match the curved furniture.
- Cycle Loops – Recommended that the five are replace outside the Co-op and five fitted along Stags Estate Agents Wall - Stainless steel loops. The old Cycle loops removed outside the old post Office.
- Living Wall Displays – Update Proposal from Oasis Plant Ltd circulated to committee before meeting – Wait approval from Area Highways Office, Somerset County Council

RESOLVED: To agree quotations via an email vote. Deputy Clerk to email quotations to the Committee. This will enable the projects to be progressed and completed quicker

12. RESIDENTS SURVEY

- **To consider undertaking a survey of residents on the future of and activities in the Town Centre to inform the development of a Town Centre Vision and Strategy and the delivery of activities for the coming year:**
 - Estimates received from Daffodil PR & Communication and Oxygen Agency. On receipt of EWS estimate, they will be circulated to the Committee for an email vote.
 - On line survey was the preferred option with possibly the option of conducting survey by doing a walkabout around town.

13. DATE OF NEXT MEETING

The date of the next meeting was agreed as Wednesday 5th May 2021 at 10.30am.

The meeting ended at approx. 12.30pm