

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held on Wednesday 5th May 2021 via Zoom at 10.30am

Present: Councillors M Lithgow (Chair), J Lloyd, M McGuffie, J. Thorne, V Stock-Williams,
Richard Coupe, Sharon Davis, Donna Munson
Annette Kirk – Deputy Town Clerk
Dave Farrow – Town Clerk

1. Apologies

Councillors N Powell-Brace. S Pringle-Kosikowsky. Keith Wheatley

2. Declarations of Interest

Councillor Thorne – Prejudicial Interest in Agenda Item 4: Pop Up Shop

Personal Interest in Agenda Item 9. Daffodil PR & Communication – Sharon & Livvy are friends

Councillor Stock-Williams – Personal interest in Agenda 9. Daffodil PR & Communication

Richard Coupe – Declared an interest in Agenda item 7: Publisher of Town Centre Guide

3. WELLINGTON FOOTFALL COUNTER

Councillor Lloyd gave an update:

- Visitors in town up by 9.5% - footfall trends e.g. good weather will see footfall figures increase
- Received Quotation from Proximity Future (Elephant Wifi)
 - Equipment Capex Cost 2 x sensor - £4000.00
 - Licence, maintenance and support - £150.00 per month
 - Installation costs - £1800.00

The Squirrel Court footfall counter was funded by SWT Return to the High Street Fund. Lisa Redston SWT said the quotation is high compared to last year. Two further quotations will be needed.

- SD felt the extra footfall counters would be useful to gauge footfall at certain times of the day, as this will enable her to change shop opening times. It was agreed that the footfall counter reports should be available to businesses
- In general people were in favour of the extra footfall counters but they wanted to know how the data was being used in Minehead and Taunton and also how do they measure that success. Councillor Lloyd to engage with Minehead and Taunton at the next Emergency High Street Fund Meeting.

4. POP UP SHOP

- Pop Up Shop update was circulated to the committee prior to the meeting.
- Lease Renewal
 - Committee agreed not to contribute to towards the cost of the new lease.
 - Committee agreed to go back to Perrys to ask would whether they have considered obtaining a quotation from another solicitor. Would they consider a fixed term e.g. one year then rolling month to month.
 - If Perry's want the Town Council to contribute towards the new lease costs then we would require three quotations
- Alice Kendall, Assistant Clerk reproduced below the points from the Policy and would ask the Committee to make comment on this and a recommendation on how or if they would like this amended etc; (item e has been superseded by the policy agreed by the committee for Christmas bookings)
 - a. This policy sets out procedures for Staff to follow to ensure fulfilment of the Council's aims and objectives in relation to the pop-up shop.
 - b. The Council's main objective for providing the pop-up shop is to re-generate the High Street by providing a space for businesses to hire a shop space on a short-term basis with the hope this will encourage them to take up permanent premises in the Town.
 - c. Whilst the Council is keen to engage with businesses, it also wishes to support charitable organisations by offering free use of the shop (all bookings will be subject to charges for utilities used).
 - d. Priority will be given to bookings made by businesses, organisations and individuals paying the full rental price.
 - e. Bookings in December shall be limited to a maximum of two weeks.
 - f. There will be a limit of one 'free' / charitable booking per calendar month at a period for one week only.**
 - g. Item f above may be waived at short notice if there are no bookings from occupants paying full rental price. This will be reviewed by Staff; the word of the Town Clerk will be final.
 - h. Bookings are not confirmed until the invoiced deposit has been received and cleared.

RECOMMENDED: Committee agreed to amend the Policy for Charity Bookings to read "There will be a limit of one 'free' / charitable booking per calendar month at a period for one week only. They asked that the order of the terms are looked at again.

5. RETAIL PREMISES – Co Working Space

Darrow Farrow Town Clerk and Councillor Lithgow (Chair) gave an update:

- KW and Dave Farrow Town Clerk viewed the old "One Stop" shop. It was decided the premises was too large. No heating. Not enough electrical sockets. No parking. KW felt this was not a suitable premises.
- KW emailed: Shauls Bakery was no longer an option, owing to the Bakehouse moving in.

- It was suggested that “Costa” Coffee Premises is looked at. Councillor Lithgow Chair and KW to investigate this further.
- KW is arranging a viewing of the former “Tui” Shop on Monday 10th May – time to be confirmed

6. FARMERS MARKET

Councillor Lithgow (Chair) and Deputy Clerk gave an update

- Councillor Lithgow (Chair) gave an update on the position of the current Saturday Farmers Market
- Deputy Clerk circulated the Somerset Farmers Market update report to the committee prior to the meeting. General feedback from Town Centre businesses was positive and were very much in support.
- Councillor Thorne expressed his concerns about the closing of the High Street on the last Saturday of the month: He felt a road closure once month was excessive and the High Street is the wrong location for the market. He was concerned over the traffic diversions around Longforth Road and Bulford and the impact on bus routes. Concerns over shop deliveries and entrance to the Conservative Club. Councillor Lithgow (Chair) said these points would be addressed through the street closure application.
- SD was very much in favour of the monthly market, as this would bring people regularly into the town.
- Councillor Lithgow(Chair) had recently visited Street Farmers Market. Speaking to stall holders and Traders – they were very much in favour of their farmers market
- Concerns were still raised over the amount of local food suppliers having stalls at the market. Deputy Clerk confirmed that she had requested the details of the 10 traders that had already signed up.

7. SEPTEMBER COMMUNITY EVENT

Councillor Lloyd gave an update.

- Councillor Lloyd gave an update regarding “Welcome Back Fund” which we are still waiting guidance. SWT meeting scheduled for 20th May 2021 for local town/parish councils to attend to discuss how the money can be spent. All requests for funding submitted to the Government by 30th May 2021.
- Deputy Clerk shared the screen with the Committee to show suggestions for the “Welcome Back Fund” – Hiring of Gazebos for High Street Businesses, Community Events, Street Entertainers, Street Furniture , Town Centre Trail
- Under the “Welcome Back Fund” guidelines we cannot use the monies for projects that we are already working on/obtaining quotations. We will be looking at now using the EHSF to fund the Community Events scheduled for 25th and 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
- Deputy Clerk working with Wordgetsaround to produce double page for “Town Centre Guide” - deadline 15th May 2021
- Carnival Committee annual insurance to cover events from June 2021 to June 2022 – confirmation from SWT to see if EHSF will cover event costs.
- Donna Munson apologised and left the meeting.

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

Deputy Clerk gave an update on the Project Management Report up to 30th April 2021. The Report was circulated to the Committee prior to the meeting.

- Corner of South Street and Fore Street: Installation of curved bench and planters. Location plan sent to Area Highways Office, indicating where new furniture is to be placed and what old street furniture is being removed.
- “Living Wall” displays: Somerset County Council Traffic Management approved the locations for 12 displays. Quotation received from Oasis Plants. Requests for a quotation were sent to: Somerset Landscapes Yeovil, Robins Garden Ltd, Create Landscaping. On receipt of quotations committee will decide how many displays they want and where. Ongoing maintenance and watering quotations were requested from SWT and Idverde.
- Electrical Infrastructure: ongoing
- Cycle Loops: Location Plans sent to Area Highways Office. Renew six cycle loops outside Co-op. Install 5 new cycle loops along wall outside Stags Estate Agents in White Hall Lane.
- Town Centre Notice Boards: Three quotations needed for a more traditional board.
- RC willing to provide help with the Town Centre Plan, if required as he had a Town Centre Plan in the Town Centre Guide.

- Committee agreed to go with the OS map Style design provided by Carly Press.
- Fingerposts: Area Highways office approved the four locations. Planning Approval now needs to be obtained and a Licence application form completed. Fingerposts proposed for Courtlands Road Car Park and Entrance to North Street Car Park are on private land and will require landowners permission. Deputy Clerk wrote to Somerset West and Taunton District Council for permission – wait their reply.

RESOLVED: Committee agreed for Carly Press to produce the OS Map Style for the Town Map – Emergency High Street Fund to cover costs

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:**
 - Proposals received from Daffodil PR & Communication and Oxygen Agency and EWS estimate, they will be circulated to the Committee prior to the meeting.

RESOLVED: Committee agreed the resident/visitors online survey to be completed by Oxygen Agency Tiverton. With Enterprise South West (ESW) Walkabout/Basic Business Advice – Business advisor who will engage with business owners to discuss any challenges they may have with regards recovery and survival – Emergency High Street Fund to cover costs.

13. DATE OF NEXT MEETING

The date of the next meeting was agreed as Monday 12th July 2021 at 5pm

The meeting ended at approx. 12.30pm