

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at Wellington Baptist Church, South Street, Wellington TA21 8NR on Wednesday 8th September 2021 at 6pm

Present: Councillors M Lithgow (Chair), J Lloyd, M McGuffie, J. Thorne, V Stock-Williams, S. Pringle-Kosikowsky
Keith Wheatley
Annette Kirk – Deputy Town Clerk
Dave Farrow – Town Clerk

238 APOLOGIES

Councillor A Govier, Donna Munson, Sharon Davis

239 DECLARATIONS OF INTEREST

None

240 WELLINGTON FOOTFALL COUNTER

Councillor Lloyd gave an update:

- Footfall reports are showing a weekly increase of around 1%. Monthly reports for July and August saw a slight decline in footfall.
- Deputy Clerk to meet Proximity Future shortly (Elephant Wifi) reported the two new sensors would be positioned outside MJC Financial Planning in South Street and Wellington Weekly News in High Street. Proximity Future to arrange for their electrician to inspect both sites and arrange installation
- Deputy Clerk confirmed that the two new sensors would be connected to the Fore Street sensor so that we can see comparative reports between the three streets and retail trends
- Councillor McGuffie asked if footfall figures could be provided for Saturday 4th September 2021 when the Eat Festival was on. Deputy Clerk to provide report

241 POP UP SHOP

- The Pop Up Shop update was circulated to the Committee prior to the meeting. The Shop is now fully booked until 26th December 2021.
- The Lease Renewal was circulated to the Committee prior to the meeting.

RECOMMENDATION to Full Council to accept the Renewal Lease by reference to the Existing Lease - following item 1.1. "Contractual Term" be amended to read "5 years"

242 CHRISTMAS

- The Deputy Clerk reported that the Town Council will be taking ownership of 5 lights fittings formerly owned by Somerset West and Taunton District Council –WGS Power & Lighting have inspected fittings and confirmed they are safe and comply with current electrical regulations.

RECOMMENDATION to Full Council to approve the draft Transfer of Five Electric Boxes agreement to be signed by Wellington Town Council – Its been confirmed that mention of price on the Asset Register can be removed, or it is fairly common practice to list a nominal £1 value even though no money changes hands.

- Christmas Lights – High Street near Longforth Road Traffic Lights

RESOLVED to go ahead with putting up additional Christmas Banner in High Street near Longforth Road Traffic Lights – WGS to provide report and quotation – costs to be met by the Emergency High Street Fund

- Discussions were had about putting up a Christmas Tree and Christmas lights in Tonedale as there were a number of outlets there and with the ongoing plans for Tonedale Mill and Tonedale Works it was felt it would be seen as a “gateway” to the town centre. This to be progressed next 2022.
- Christmas Light Switch to take place on Saturday 27th November 2021 – to follow format as set out in previous years to include:
 - Schools to be contact to ask their choirs to sing at the event.
 - A Christmas Themed Market in the day throughout the day with the High Street being closed to all traffic all day.
 - A town centre competition to be confirmed.
- Street Entertainment to be provided on the 4 Saturdays leading up to Christmas, costs to be met by the Emergency High Street Fund.
- Father Christmas – Rotary Club – Deputy Clerk to contact Rotary Club to confirm arrangements.

243 RETAIL PREMISES – Co Working Space

Councillor Lithgow (Chair) gave an update:

- Councillor Lithgow and Keith Wheatley met with CEO of Falcon Rural Housing to discuss their plans for the Kings Arms building. Falcon Housing are keen work in partnership with the Town Council to create a co working space on the Ground Floor. Anticipated completion approximately 18months – discussions to continue.
- Will continue to look at other suitable premises
- Deputy Clerk reported that she had viewed the first and second floor offices above St. Margaret’s Hospice, Fore Street – it was decided not suitable, as no disabled access.

244 FARMERS MARKET

Councillor Lithgow gave an update

- Councillor Lithgow reported that he had met with the Wellington Produce Market and Somerset Farmers Market and they both seemed happy to work together should market days clash in the future.
- Deputy Clerk provided an update on Somerset Farmers Market – Somerset Farmers Market to discuss the feasibility report at their next board meeting on 13th September 2021. Deputy Clerk encouraged Somerset Farmers Market to go ahead and submit their Road Closure Application for the last Saturday in October.

245 SEPTEMBER COMMUNITY EVENT – 25th & 26th September 2021

Councillor Lloyd and Deputy Clerk gave an update.

STREET FAIR – SATURDAY 25TH SEPTEMBER 2021

- The Street Fair Working Group comprising of 7 members are now meeting weekly up to the event weekend.
- Street Fair will run from 10am to 4pm
- High Street and South Street will be closed from 6am to 6pm.
- We have advertised in Wellington Weekly News and on social media platforms e.g. Facebook – the posts have been shared to other local community groups.
- We have window wrapped One Stop Shop – advertising the Street Fair and Proms in the Park on Sunday 26th September 2021.
- We have 36 stalls fully reserved and paid
- We are chasing approximately 15 stall applications including Somerset Farmers Market and Schools - we feel 50 stalls will be a comfortable number to manage
- Iron Duke and The Pub happy to offer refreshments to Marshalls/volunteers – lanyards will be provided for identification
- IDVERDE will provide the traffic management plan, road signs, road closure barriers, will provide 4 Chapter 8 Trained Marshals – to comply with CHAPTER 8 Traffic Safety Measures and Signs for Road Works and Temporary Situations legislation.
- We have received Trading Consent Permit for 60 Stalls from Somerset West & Taunton District Council
- We wait confirmation from SWT that our road closure application has been approved. This should be received in the next few days.
- Free Parking Paid for by the Emergency High Street Fund – South Street, North Street, Longforth Road Car Parks will be free all day. - £920.00 exc. VAT
- Bunting, Banners and Road Side Signs been printed by Carly Press – will be delivered to office on Wednesday. Councillor Barr to put up Road side signs. We are talking with WGS Electricians to confirm they will be able to put up the Banners. Volunteers will be required to be put up bunting on the day.

- Music and Entertainment: Green Dragon will be putting on some bands. We have put an entertainment timetable to include: High Park Music Students, Flute Trio, Bootstrap Border, Wivey Wind Band, Reminiscence Learning Choir, Skintight Samba, The Ukes, Wellington Majorettes
- We also have a facepainter, ice cream van, Vintage Inn-BBQ and Hog Roast
- Street Entertainment will include: Glitter Fairy, Alice and The white rabbit, Circus stilt walker, Frozen Princess
- All emergency services have been contacted, we will have an emergency lane on the day.
- We will also have a lane for the Royal Mail sorting office.
- Rubbish Bags will be stacked alongside the Longforth Road Toilets and collected Sunday by IDVERDE
- We are desperately trying to recruit volunteers – we have sent our volunteer forms to local sporting clubs and community groups – we are very disappointed with the response. We will now be phoning round for more help.
- Councillors will be expected to help cover the Wellington Town Council Gazebo – as well as helping with marshalling on the day.
- Someone local to provide speakers, microphone, and stand – for announcements and official opening
- Working Group will meet via Zoom every Thursday up to the event on Saturday 25th September.
- Concerns were raised over the lack of volunteers. A new formatted volunteer form to be created showing the job roles and times to be covered on the day of Street Fair.
- Friends of Wellington Park organising the “Proms in the Park” on 26th September 2021 with the Town Council providing some children entertainment

246 TOWN CENTRE EMERGENCY HIGH STREET AND WELCOME BACK FUNDS

Councillor Lloyd and Deputy Clerk gave an update.

- Project Management Report up to 20th August 2021 was circulated to the Committee prior to the meeting:
 - Somerset County Council confirmed Licence application is now in a 28 day public consultation to renew the existing cycle hoops outside the Co-op Supermarket and for 5 new ones outside Stags Estate Agents in White Hart Lane.
 - Town Centre Notice Boards – on going
 - Town Centre Fingerposts – Deputy Clerk to complete Planning Application
 - Digital signage – if we require this on our bus shelters, then it has been recommended that we do this when we replace our bus shelters.
 - Keith Wheatley to put together a proposal to improve coach park area for visitors to be agreed at the next meeting.
 - Somerset Farmers Market – wait for Board’s decision on 13th September 2021

- Councillor Lloyd gave an update on Welcome Back fund:
 - Wellington Town Council had been allocated £36,660 to cover projects.
 - Window Wrap on the former One-Stop shop, High Street completed

247 STREET FURNITURE ON THE CORNER OF FORE STREET AND SOUTH STREET

- a. Corner of South Street & Fore Street – To be agreed what street furniture to put in this area. Proposal was for a curved bench and two planters.
- b. Further work needed to create a Town Centre Street Furniture Plan.

RECOMMENDATION to Full Council to accept the design and quotation from Benchmark Ltd for a Shoreline curved bench and Two Planters. To also include Finger Post to be put in the area. To removed existing square planter and surround seating. Cost to be met by the Emergency High Street Fund.

248 RESIDENTS SURVEY

- The On-line Survey Findings Report was circulated to the Committee prior to the meeting. The Committee were generally happy with the findings and felt we recognised what Wellington Residents were highlighting and on the right track in with projects and events currently in progress.

249 DATE OF NEXT MEETING:

Wednesday 10th November at 6pm – Venue to be confirmed.

The meeting ended at approx. 8.05pm

.....
 Councillor Mark Lithgow
 Chairman