



# WELLINGTON TOWN COUNCIL

## TOWN CENTRE COMMITTEE MEETING AGENDA

**You are summoned to attend a meeting of the Town Centre Committee to be held the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Wednesday 10<sup>th</sup> November 2021 at 6.00pm**

*Members of the public are cordially invited to join this meeting.*

Councillors, members of the public and members of the press are reminded that they must not attend the meeting if they have been advised to self-isolate through Test and Trace or by Public Health or if they or are any of their immediate household have COVID symptoms and/or have had a positive COVID test.

Those who are attending the meeting are reminded that social distancing of 2m is required before, during and after the meeting and that face coverings must be worn when entering the hall or moving around in the hall or school building. They can only be removed when seated.

All those attending will be required to provide their names and contact details for test and trace purposes. These will be held securely by the Town Council for a period of 30 days.

Members of the public who wish to have the opportunity to address the council will need to advise the Clerk in writing by no later than 12 noon on Monday 8<sup>th</sup> November 2021.

**David Farrow**  
**Town Clerk**  
**07983 697740**  
[townclerk@wellingtontowncouncil.co.uk](mailto:townclerk@wellingtontowncouncil.co.uk)

**4<sup>th</sup> November 2021**

## AGENDA

### **1. APOLOGIES**

### **2. DECLARATIONS OF INTEREST**

### **3. MINUTES**

To approve and sign the minutes of the Town Centre Committee meeting on 8<sup>th</sup> September 2021 and Extraordinary Meeting on 21<sup>st</sup> October 2021 (copies attached).

### **4. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

Public Attendance: If the public wish to make a comment or ask the Council a question, these must be emailed to the Town Clerk by 12.00 on Monday 8<sup>th</sup> November 2021. For those members of the public who have submitted any questions or statements, please note, a three-minute time limit applies to each speaker.

N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 1

### **5. WELLINGTON FOOTFALL COUNTER**

Councillor Lloyd to give update:

- Monthly reports for September and October 2021 - see attached reports
- Up date on two additional counters – one in South Street, one in High Street
- HUQ – Mobile phone and Wi-fi Data to monitor Footfall – Somerset West and Taunton District Council to pay for this through the “Welcome Back” Fund

### **6. POP UP SHOP**

- To review lettings and bookings for the shop – see attached update report from Alice Kendall, Deputy RFO/Assistant Clerk to provide report. To be circulated prior to meeting.

### **7. CHRISTMAS**

- Update on the Transfer of Five Electric Light Fittings from Somerset West and Taunton District Council. Waiting for the final copy of the agreement from Somerset West and Taunton District Council for signature.
- Additional Christmas Banner in High Street – WGS Power & Lighting Ltd reported that this would not be possible, unfortunately the minimum height restriction could not be achieved. Town Christmas Lights to be reviewed in new year.
- Christmas Light Switch on – to discuss the event on Saturday 27<sup>th</sup> November 2021. Update Report from Alice Kendall Deputy RFO/Assistant Clerk to be circulated prior to meeting.
- Christmas Street Entertainment on a Saturdays leading up to Christmas. Committee Members and Councillors required to marshal on Saturday mornings between 9am and 1pm on Saturday 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> December 2021
- Father Christmas – Rotary Club – Richard Coupe advised:
  - We will provide Santa in the Town Centre on three Saturdays - 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> December from 9am to 1pm to tie in with the Street Entertainment.

- Instead of using the pick-up truck we will set up a gazebo on the pavement near the Tree which we will decorate as a Grotto - with Christmas music and our normal collectors scattered around the town.
- For information. Normally they will take the pick-up truck with Santa around the streets during the first two weeks of December. This has become very difficult as many of the streets are almost inaccessible because of parking. This year for 5 nights we will park up at population centres around the Town for people to come to us. Timings and park up places will be advertised in advance.

## **8. RETAIL PREMISES – CO-WORKING SPACE**

- Cllrs Lithgow and Wheatley to provide update

## **9. FARMERS MARKET**

- Somerset Farmers Market – attached feasibility report received
- Wellington Produce Market – Councillor Lithgow to give update after meeting on Monday 8<sup>th</sup> November 2021

## **10. QUEEN’S PLATINUM JUBILEE CELEBRATIONS – 2<sup>ND</sup> TO 5<sup>TH</sup> JUNE 2021**

- Town Centre Committee to deliver local events as part of national celebrations. Suggestions to consider:
  - Beacon sited on Hillyhead. Beacon lighting Guide attached ( 2 June).
    - Which beacon to we want?
    - Plan for Beacon lighting event – we need a bagpiper
  - Bunting and Banners
  - Thanksgiving Service at St. Johns
  - Do we want to produce a Platinum Jubilee Booklet? Council published one for the Silver Jubilee.
  - Street Fair
  - Picnic/Party in Park – liaise with Friends of Wellington Park
  - Other things to consider in addition to what you’ve set out:
  - Commemorative gifts for school children? Coins/mugs?
  - Planting of trees as a Jubilee Copse with Commemorative Plaque

## **11. FILM FESTIVAL 2022**

Councillor Lithgow to give update:

- Somerset Films to provide event schedule and to apply for a grant funding from Somerset West and Taunton District Council
- Film Festival to take place middle to the end of September – dates to be confirmed

**Recommendation:** That the £8,000 allocated for this event in this year’s budget be taken forward in to the 2022/23. Full Council to change the current Town Centre Committee Terms of Reference to enable the Town Centre Committee to have the powers to act as the Council’s delegated body to spend the allocated Budget of £8,000 to deliver the Film Festival for the new financial year 2022/23.

## **12. TOWN CENTRE EMERGENCY HIGH STREET AND WELCOME BACK FUNDS**

- Deputy Clerk to provide update on Town Centre Emergency High Street Fund
- Project management report at 5<sup>th</sup> November 2021 – to be circulated prior to meeting.
- Emergency High Street Fund and Welcome Back Fund – Indicative Plan Changes – To be circulated prior to meeting.
- Councillor Lloyd to give update on Coach Park after discussions with Somerset West and Taunton District Council
- “Living Wall” project update

**RECOMMENDATION** to full council to agree costs for a new bus shelter as quoted by Shelter Store and tidy up garden area as quoted by Create Landscaping. To also replace Bollards and repair tarmac surface if Somerset West and Taunton District Council confirm we cannot cover these costs through the Emergency High Street Fund.

## **13. STREET FURNITURE ON THE CORNER OF FORE STREET AND SOUTH STREET**

- To Agree Planter design and cost. To be located in front of curved bench. Finger post to be positioned inside planter.
- To consider a Straight seat between Notice Board and Hanging Basket Post in Fore Street

## **14. DATE OF NEXT MEETING: Wednesday 12<sup>th</sup> January 2022.**

Members: Councillors M Lithgow, J Lloyd, J Thorne, M McGuffie, N Powell-Brace, S Pringle-Kosikowsky, Stock-Williams  
Richard Coupe, Sharon Davis, Keith Wheatley, Donna Munson