

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Tuesday 19th July 2022 at 6pm

Present: Councillors J Lloyd, M Lithgow, N Powell-Brace, M Barr, C Govier, C. Booth, K Wheatley, K Canham. R Coupe.

Councillor J Thorne (in attendance not as a committee member)
Dave Farrow – Town Clerk
Annette Kirk – Deputy Town Clerk
Alice Kendall – Assistant Clerk/Deputy RFO

3 members of the public

154 APOLOGIES

Apologies had been received from S Pringle-Kosikowsky, S Davis

155 DECLARATIONS OF INTEREST

Councillor J Thorne (Non-Committee Member) declared a personal interest in Agenda Item 6. Pop Up Shop, as his daughter rented the shop.

156 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 25th May 2022.

157 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

None received

158 WELLINGTON FOOTFALL COUNTERS

- Deputy Clerk confirmed that all three sensors were now installed and that a training session had been booked with Proximity Future for Council Officers.
- Footfall comparable report 2021 v 2022 – was circulated prior to the meeting for information
- Somerset West and Taunton District Council to clarify the position regarding the Town Council's ongoing responsibility and management costs of all three sensors. The Committee to look at the ongoing management costs as to whether it will be viable to enter into a new agreement after the current agreement ends in December 2023. Deputy Clerk advised the Committee that additional costs could be incurred to remove the sensors.

159 POP UP SHOP

To review lettings and bookings for the Shop – Deputy RFO/Assistant Clerk circulated her report prior to the meeting and gave an update.

- Bookings were very busy with only 2 empty weeks 18th and 25th July 2022.
- Four applications for Christmas bookings received for the first four weeks of the 6-week period. As per the policy.
- Window Leak – ongoing. Contact had been made with the Landlord to get the matter resolved. In the meantime, a notice is now on the pillar in the window to advise tenants, not to leave items in the window while the shop is unattended.
- The Committee discussed the possibility of acquiring a second Pop-Up Shop in the town. It was agreed that the Assistant Clerk/Deputy RFO should keep a log of booking enquiries including the number that could not be booked due to existing usage. The possibility of a second shop being used as a ‘community shop’ was discussed. As part of the report, a breakdown will be given of the enquiries that are from businesses vs charities/community groups. This will be reported back to future meetings going forward.

As per the recommendation on the agenda, it was proposed and seconded that the two large Pop Up Shop logos be removed from the windows and to add a new one on to the glass panel of the door. There were four votes in favour and five against so the motion was not carried.

RESOLVED to maintain the status quo on the window signage

160 REMEMBRANCE EVENTS 2022:

- **Armistice Day – Friday 11th November 2022 at 11.00am**
- **Remembrance Sunday – 13th November 2022 at 3pm**

Project Plan was circulated prior to the meeting and was noted.

- The Town Clerk confirmed that on Remembrance Sunday traffic management would be carried out by Bridgwater Guy Fawkes Carnival Ltd, as the Police and PSCOs were unable to cover event.

161 CHRISTMAS 2022 – see attached Christmas 2022 budget:

- a. Christmas Light Switch on Event: Time 2pm and 6pm – Light Switch on at 5pm to include stalls, Children, and music entertainment.

RESOLVED that the Christmas Light Switch on Event 2022 will be held on Saturday 26th November and that Christmas Light Switch on Events will be held on the last Saturday of November for the next five years until 2026, the period of this Council.

- b. Tonedale, Wellington – Christmas Lights and Christmas Tree

RESOLVED that Council Officers are given delegated authority to move forward with:

- 1) The installation of a tree at the detailed location provided that costs remain within the budget for additional lights and install after accounting for the additional lights at South Street (£4,000 balance approx.).

- 2) That motifs for the building be discussed as part of the overall contract review in 2023 and that information on planning obligations and views of Business Owners be sought in the meantime.

c. Joseph Welch Jewellers South Street

RESOLVED to proceed for the new curtain installation go ahead at a 1-year hire cost of £898 plus installation and take down (to be funded from the additional lighting budget) with a contribution of £500 from the owner of Joseph Welch for the initial fixing's installation. At the end of the current lighting scheme contract in 2023 the town lighting to be reviewed as a whole.

162 TOWN CENTRE EMERGENCY HIGH STREET FUND - £25,000

Town Centre Committee to decide on what projects to spend the money on. As per the terms of the Emergency High Street Recover Fund Agreement. The following Council Officers suggestions were discussed:

- a. Christmas – Street Entertainment for the “Christmas Light Switch-on” event and three Saturdays leading up to Christmas and Thursday 22nd December 2022

RESOLVED to proceed with Street Entertainment for the “Christmas Light Switch-on” event and three Saturdays leading up to Christmas and Thursday 22nd December 2022

- b. To refurbish two planters – one outside United Reformed Church, Fore Street. One outside Kamyko Hairdressers High Street – Create Landscaping provided quotation

RESOLVED to proceed with the refurbishment of two planters – one outside United Reformed Church, Fore Street. One outside Kamyko Hairdressers High Street and to accept the quotation from Create Landscaping Cost: £3,245.60 plus VAT.

- c. Community Photography Project – To Highlight Local Independent Businesses – Kathryn Gibbons, Local Photographer is working on a project to showcase the local independent businesses in Wellington. The Town Council to cover the cost of shop window wrap or bus shelter wraps.

Deferred to the next Committee meeting, as there was insufficient information to make a decision. Deputy Clerk to invite Kathryn Gibbons to attend September's committee meeting and to provide more information/example of how the window wrap will look.

- d. High Street Safari – new AR experience in Wellington – A Local Geogaming Platform.

RESOLVED not to proceed with the High Street Safari Geogaming Platform

- e. Emergency High Street Recovery Fund £100,000: Fingerpost Project – Councillor J Lloyd Chair gave an update that we expect delivery of the four fingerposts at the end of July. Abacus Construction Ltd to install. Deputy Clerk confirmed that we had received Planning Permission and Highways Permission to proceed with the installation.

Richard Coupe left the meeting

163 BUS SHELTERS

Deputy Clerk gave an update following the online Teams Meeting on Friday 15th July 2022 with Paula Rigby Case Officer, Somerset West and Taunton District Council and Town Councillors:

- Somerset West and Taunton District Council currently have no budget to maintain the bus shelters in the town. It was agreed that they would do a survey of the bus shelters and to prioritise what work needs to be done and when.
- The Town Council have instructed GW Shelter Solutions to complete a survey of all the bus shelters and provide a quotation
- Paula Rigby copied into Sally Stark Somerset West and Taunton District Council had been emailed confirming the Town Council would like to start discussions in taking over the ownership/responsibility of the bus shelters.

164 STREET TREES:

Assistant Clerk/Deputy RFO gave an update:

- Correspondence had been sent to Gwyn Hughes Somerset County Council to complete the Street Survey but still waiting a reply despite chasing multiple times.
- She has literature from a company that specialises in tree installation and suggested that contacting them be the next step to gather specialist advice.

The Committee was disappointed at the length of time this project was taking.

RESOLVED to give delegated authority to the Council Officers to contact specialist pavement tree installers to obtain quotations to complete the survey up to the limit of £3,000. Preferred quotation to be decided by the Mayor and Committee Chair. If the preferred quotation exceeds the £3,000 expenditure limit as set in the Committee's Terms of Reference, it will go to the next full council meeting for approval to proceed.

Councillor N Powell-Brace left the meeting

165 QUEEN'S PLATINUM JUBILEE CELEBRATIONS – 2ND TO 5TH JUNE 2022

- Town Clerk gave a verbal report on what was seen as a successful four-day event
- A short film of photographs and videos had been put together and shared on the Council's Facebook page. The film had been circulated to Councillors and will be added to the Town Council's event web page.
- The Committee would like to look at holding other events in the town.

166 WELLINGTON IN BLOOM

Councillor J Lloyd (Chair) gave update:

- Britain in Bloom judging took place Thursday 7th July 2022 – Councillor J Lloyd met up with two Judges, Ben Parker and Darren Hill from Somerset West and Taunton District Council at the Allotments. Then proceeded to Wellington Park and met up with Roger and Sandra Nunn -Friends of Wellington Park. From there, they met up with the Deputy Clerk in the Town Centre to look at the new planters, benches, notice boards and new bus shelter at Longforth Road Coach Park.
- Results will be out between October and Christmas 2022

167 WELCOME TO WELLINGTON SIGNS

A report with various updates and recommendations had been circulated prior to the meeting.

- “Welcome To Wellington” signs: Deputy RFO/Assistant Clerk to go back to Somerset Sign and Print to add “Gateway to the Blackdown Hills AONB” – proof and quotation to include installation to be obtained.
- “Welcome to Wellington” sign will be reinstated at Cades and Tonedale
- Deputy RFO/Assistant Clerk to start work on applying for licences with Highways, Somerset County Council
- Wellington in Bloom additions will be removed and should the Town be successful in the Britain in Bloom 2022 competition a new sign will be added detailing the town’s successes.

RESOLVED to proceed with the purchase of two “Welcome to Rockwell Green” signs – cost £298.00 +VAT. One to replace existing sign in the same location in Hilly Head. One to be installed on verge outside caravan park, subject to Highways permission.

168 DATE OF NEXT MEETING: Tuesday 20th September 2022 at 6pm – United Reformed Church Hall

The meeting ended at 7.50pm

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Councillor Janet Lloyd
Chairman