

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

.....
Councillor Janet Lloyd
Chairman

Wellington Town Council Pop Up Shop Update

For Town Centre Committee September 2022

Bookings

The only week now available is WB 19th December. People are put off this week, however, as Christmas day falls on that Sunday. I am explaining to those enquiring that the day of the handover will be moved to 27th – 29th so they don't have to rush to pack up.

Enquires continue to come in regularly and people are generally happy to book into 2023. I have kept a rough track of these as requested at the last meeting, I have received around 10 enquiries, 6 have made bookings in 2023 of which 2 were regular bookers who were submitting the dates they would like in 2023 as well as 2 applications for 2023 Christmas bookings. 4 weeks in February have been pencilled in for SWT to possibly hold a consultation for the Local Plan process.

20 weeks so far have been provisionally booked for 2023.

Electricity Contract

The existing electricity contract term ended in August. As expected, the prices are significantly higher than previously. The new contract is with SSE who not only came out better on price, but also on sustainable credentials (they only put renewable energy into the grid).

	Old Contract	New Contract
KWh	£0.19	£0.4985
Standing (P Week)	£1.75	£3.26

In the past the hirers have been charged for electricity usage (according to meter reading) at the rate the Council pays for it. **Given these increases, the Committee may wish to consider how this is managed going forward.**

The Government have announced that it will provide measures to protect businesses over the winter but have not yet released those details. We use a broker to renew our energy contracts, EC Business Solutions, who are very helpful, and they will be sending over concise details as soon as they have them.

ROYAL BRITISH LEGION and WELLINGTON TOWN COUNCIL
Service of Remembrance and Wreath Laying Ceremony – Project Plan

Project Plan

Action	Task	Comments	Who/where are we	Complete
Risk Assessment	Complete Risk Assessment Use standard format – review and update previous year's RA		DF	Complete
Make arrangements for road closure	The last few years rolling road closures have been put in place via the local policing team (Sgt Dan Bishop). Need to establish if this is doable each year as if not a Road closure Application will be needed which can take 8-10 weeks to process.	B'water Guy Fawkes Carnival Ltd have developed Road Closure Plan and that has been submitted. We will need 7 volunteers on the day to manage the road closure.	DF	
Public Liability Insurance	Ensure parade has insurance cover RBL has Public Liability Insurance in place as does the Town Council - needs checking each year for currency	Insurance checked and in place	DF	Complete
First Aid	Check if St Johns Covering – of not commission alternative		DF/NK	
Media Coverage/Publicity	Agree dates for publicity in Wellington Weekly County Gazette Around Wellington Place on Social Media. Normally week before. RBL	Will begin to publicise at beginning of November	DF	

ROYAL BRITISH LEGION and WELLINGTON TOWN COUNCIL
Service of Remembrance and Wreath Laying Ceremony – Project Plan

	and Town Council to liaise over content. Town Council banners to go up on railings outside Wellington Bakehouse, the park entrance and Baptist church (check permission for latter).	Banners to be ordered	DF/NK	
On the day media coverage	Town Council to liaise with Wellington Weekly/Around Wellington etc for photographer.		DF	
Vicar	Liaise with Sam Griffiths	Done	DF	Complete
Order of Service	Sam Griffiths to provide draft copy and rough format for agreement with WTC/RBL. When finalised 600 copies required for day – Carly Press Send final version to Nigel Reynard to copy for school staff/pupils	Draft produced 14/9	SG	
PA system	RBL to arrange	Steve Hawker	SG	
Wellington Silver Band	RBL to invite Wellington Silver Band to play hymns in park on day	End of September	SG	
Invitations	RBL send out invitations Town Clerk to ensure councillors and staff are aware of events and timings		SG DF	

ROYAL BRITISH LEGION and WELLINGTON TOWN COUNCIL
Service of Remembrance and Wreath Laying Ceremony – Project Plan

	and send reminder week before			
Town Council Wreath	Town Clerk to order via RBL and collect from Pop Up Shop in advance. Town Clerk to either give to Mayor in advance or deliver to Wellington School at 2.30		DF	
Muster parade and parade line-up	<p>Meet at Wellington School.</p> <p>Nigel Renyard [n.renyard@wellington-school.org.uk] organises CCF</p> <p>Parade Order set out below</p> <p>On day, CCF band march to front and stop and CCF leave a gap. Town Clerk to ensure line up as below in place from 'CCF Band' down to 'Other Wreath Layers'.</p>			
In The Park	<p>Plate in place to cover hole left by removal of bollard at Courtland Road entrance</p> <p>Marshalls drawn from RBL, Town Council staff and Friends of the Park if needed. Need numbers in advance of day.</p>	<p>Email from Ben Parker SWT 15/9/22 saying that will be covered on day</p> <p>Number of Marshalls – DF to talk to Roger Nunn</p>	<p>DF</p> <p>DF</p>	

ROYAL BRITISH LEGION and WELLINGTON TOWN COUNCIL
Service of Remembrance and Wreath Laying Ceremony – Project Plan

	<p>Seating and Standing Plan on file</p> <p>SWT put out duckboards and remove at end of day – confirm in advance with SWT Parks contact</p> <p>Friends of Wellington Park put out chairs and remove at end of day</p> <p>RBL/WTC/Nigel Renyard meet at park at 12/12.15 to ensure area is taped off and finalise placements of groups</p> <p>Marshalls in place from 2.15 to ensure public don't enter main area for the service, keep pathways clear for parade and hand out orders of service. RBL reps also on main gate handing out orders of service.</p> <p>As parade arrives Nigel Renyard and Town Clerk break off to ensure everyone goes to where they are meant to.</p>	Included in invitation	<p>SG</p> <p>SG</p> <p>SG</p>	
--	--	------------------------	-------------------------------	--

ROYAL BRITISH LEGION and WELLINGTON TOWN COUNCIL
Service of Remembrance and Wreath Laying Ceremony – Project Plan

Service and Wreath Laying	Service as per Order of Service RBL rep ensures wreath layers place wreaths and move to back and then move up as row in front move forward.			
Post Service	Mayor and, if there, MP leave park to stand in Beech Grove Car park by wall to take salute from the CCF as they march back. Scouts, brownies, army cadets etc all march back to Wellington School for refreshments provided by the school. Councillors, Mayor, MPS, RBL reps proceed to venue for refreshments.	WHERE building no longer in use. Alternative venue needed – RBL to arrange	SG	

REMEMBRANCE SUNDAY PARADE ORDER
Assemble at Wellington School 14.30 hrs Step off at 14.55 hrs

LINE UP FOR PROCESSION TO PARK
Wellington School CCF Band
Standards

40 Commando Royal Marines x 4

Royal British Legion Branch Representatives

, Chair SWAT, Mayor of Wellington, Member of Parliament
Civic Party

SWAT Consort, Mayors Consort, Deputy Mayor

Below in rows of 3
Town Councillors and officers
Ex Service representatives
Uniformed Emergency Services
(Police, Fire Brigade, Ambulance etc)
Other wreath layers (W.I., Court Fields, Clubs, organisations)

(This section assembles in the Quad)
School Combined Cadet Force (approx. 200)
Wellington Army Cadets
Youth Organisations
(Scouts, Guides, Cubs, Brownies, St John Cadets)
Schools
Majorettes
St John Ambulance always at rear of Parade
President RBL meets the Parade at the Park
On arrival at the Park:
Marines follow Standards
Wreath layers head for duck boards in front of memorial.
Civics not laying wreaths go to area to the left of the memorial (you'll see those not processing already there)
Wreath layers from groups go to duckboard
Everyone else will be directed by Marshalls to the area they need to assemble.

11 November Remembrance Day Arrangements

1. In advance

1.1 Contact Dan Bishop to arrange for short term closure of Fore Street and blocking of traffic lights at crossroads from 10.55 – 11.05am

1.2 Contact Nigel Reynard at Wellington School to arrange for colour party and bugler from Wellington School Cadet Force.

ROYAL BRITISH LEGION and WELLINGTON TOWN COUNCIL
Service of Remembrance and Wreath Laying Ceremony – Project Plan

1.3 Contact Bob Trickey, Royal British Legion, for standard bearer (him) and RBL president to attend along with other RBL reps. Also contact veterans contact.

1.4 Inform councillors of event – to meet outside Council Offices at 10.45 if they want to participate.

1.5 Publicise through social media/press from the beginning of November.

2. On the day

2.1. Mayor to be fully robed and deputy mayor to wear badge of office.

2.2. Assemble outside Council Offices at 10.45

2.3 Police close road at 10.55 parade forms up as follows (to give indication only – front 3 ranks must be this beyond that as many lines of 4 as needed)

Queen's Colour			
RBL Standard	CCF Warrant Officer (WO)	Bugler	CCF Colour
RBL President	Mayor	Mayors Consort	Deputy Mayor
Town Clerk	RBL rep	RBL rep	RBL Rep
CCF	CCF	CCF	CCF
Councillor	Councillor	Councillor	Councillor

2.4 1058 Parade Marches off – stops in centre of crossroads
1100 Last Post [WO will give timings to the bugler]
1102 Reveille & march back to outside Council Office

2.5 Tea/coffee biscuits for parade in the Council Chamber.

Project Plan – Granting of the Freedom of the Town to The Rifles Regiment 17 June 2023

The Parade and Reception

Action	Who	Activity	Progress	Cost
Agree route for parade	DF/RM/LC	24/8/22 – agreed that route will commence between Court Fields School and Town Centre, proceed to town centre for inspection and presentation and then make way to Wellington School		Nil
Contact Court Fields School re using the school as a set down/start off point for the parade with use of facilities	DF	25/8/22 – email sent to head teacher 30/8/22 HT confirmed support and Facilities Manager confirmed cost. 12/9 – NR suggested Wellington School could be used as drop off with parade making way to start point through backroads – will discuss with RM	1/9 Confirmed can use facilities but buses will need to use car park by Youth centre to drop off	£85
Contact Wellington School re being end point of parade, base for and provider of reception and involvement in parade	DF/RM	Head master previously indicated willingness to be involved and provide reception. DF to follow up with detail and request costings for reception (done 24/8). Working Group to decide arrangements for reception 25/8 contact made between RM and NR re involvement in parade 12/9 Working Group agreed that there should initially be on reception for all with troops separating off at a later time for a beer. Also		

		agreed cream tea/sandwiches/buffet style – NR to check feasibility with school		
Road Closure	DF	DF to liaise with Bridgwater Carnival Roads Team – email sent 24/8/22 24/8 Sgt Dan Bishop advised that his team is on duty that weekend and may be able to help out.		
Security	LC DF	LC to complete appropriate paperwork and JL to check position with SWT Council. 24/8 – DF spoke to Sgt Dan Bishop of Neighbourhood Policing Team – he is going to raise the event with his Commander to see what needs to be done re Safety Advisory Group (SAG) and report back to DF		Nil
First Aid	DF	Need to have First Aid cover in place		
Street Collection for Care for Casualties	JL/RM	JL checking licence requirements with SWT. RM responsible for completing licence application	JL confirmed that The Rifles will need to apply for licence to SWT/Somerset Council. DF informed RM	Nil
Invitations	DF/RM	Town Council to send invitations. RM to provide DF with details of who The Rifles wish to invite. 23/8 – email sent to Lord Lieutenant's office to get date in diary		Staff time and printing

Publicity	DF/RM	DF to arrange local coverage. Working Group to consider how to promote RM to liaise with the regiments Press Office		
Wet Weather Contingency	DF/RM/LC	Contingency Plan to be developed		
Sound System/Dais	DF	DF to arrange. 24/8 – email sent to Steve Hawker re sound system and holding date in diary. DF to source dais	1/9 Sound system booked with Steve Hawker. Dais requested from The Rifles	£85 Nil
Presentation Scroll	DF/RM	24/8 – RM provided DF with example – DF to ask RH to work up Wellington version		

Supporting Events

Action	Who	Activity	Cost
Book Pop Up Shop for display of Rifles memorabilia/information from The Wellington Museum and The Rifles Museum	DF	24/8 provisionally booked	
Added 12/9 – also book Community Centre for display from Somerset Museum	DF to book Centre SP-K to arrange display	14/9 Community Centre booked	Nil

Re-enactment Groups		DF to contact SWT re booking Rec for encampments	
Book The 95 th Rifles Re-enactment group	DF	Contact made previously - date confirmed on 24/8/22. Waiting for response 1/9 – being discussed with their Committee	
18 th C Group	CP	Booked by CP	
Somerset Tommies	CP	Booked by CP	
Red Arrows Fly Past	DF	To complete application – dependent on their activity that day	
Joint Helicopter Command	DF/CP	Working Group to consider whether to request static display or other display	
Red Devils	DF/CP	Working Group to consider whether to include 12/9 cost too much – need sponsorship also landing place - maybe too difficult	£4,000
Spitfire Fly Past	CP	Complete application – dependent on availability	
Lighting of Wellington Monument (Green)	VS-W	To discuss with National Trust	
Published Programme to mark event	DF/RH	To develop Programme and seek sponsorship/adverts	Adverts/sponsorship to cover cost
School Engagement	DF/NR	DF to liaise with primary schools about visit by NR etc to promote visit of The Rifles NR to develop input/liaise with RM etc	

DF – Dave Farrow - Town Clerk - Wellington Town Council
RM – Rory McAffrey – The Rifles
LC – Lee Clayson – The Rifles
NR – Nigel Reynard - Wellington School
JL – Janet Lloyd – Councillor - Wellington Town Council
CP – Chris Penney – Member of Town Council Working Group
RH – Rebecca Hunt – Town Council Admin Assistant
VS-W – Vivienne Stock-Williams

CHRISTMAS LIGHTING UPDATE

For Town Centre Committee September 2022

South Street

Following a resolution made at the last meeting:

“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.”

I wrote to Mr Welch to arrange the agreements needed for this additional installation. From my letter:

“The Committee have approved this new lighting, provided that a £500 contribution is made for the initial install of the fixings required which will remain in situ for any future use. The cost of the hire of the lighting curtain will be met by the Council’s budget.

As I have explained to your manager previously, the Council is in the last year of a three-year contract. When the Town’s scheme is reviewed as a whole in approximately 10 to 12 months’ time, the Committee will then consider adding this installation to the ongoing contract.”

Mr Welch would like to make an offer that £250 is paid this year and then another instalment of £250 provided that the new curtain is added to the overall scheme for at least the next term of contract (i.e. 3 years).

Having reviewed the original resolution, acceptance would be in line with the original wording and is not affected by the ‘6 month rule’ from Standing Orders¹ as a total of £500 will be received. It should also be noted that the hire price on a 3 year contract is likely to be lower than that quoted for this first year (outside of contract). It is therefore **RECOMMENDED** that the committee accept the offer of two instalments of £250 and commit to adding the curtain to scheme for the next contract term.

Tonedale

All was proceeding well, all costings etc. lined up, but when I sent the letter of agreement it turned out that the owner had sold the land and completed just a few days before. I now have contact with the new owner and although delayed slightly, they are happy in principle with the project. I have forwarded an agreement letter (with added notes on possibly updating the notice board at the same time) and await it's return, at which point I can place the order for the works. Please see next section on costings.

¹ Wellington Town Council Standing Orders 2022 – 7. Previous Resolutions a. A resolution shall not be reversed within six months except either by a special motion

Costings

Works required for these 2 new installations are as follows. There is a £5,000 budget line for new lighting in the current year budget.

Item	Cost
Install pit/tree holder/man hole Tonedale	£2,920.00
Tree Light Hire	£338.39
Electrical Point Install Tonedale	£532.86
South St Fixings	£500.00
South St Curtain Hire	£897.34
Offset 1 st year contribution	-£250.00
TOTAL	£4,938.59

WELLINGTON TOWN COUNCIL STREET TREE PROJECT

For Town Centre Committee September 2022

1 Scans

Scans have been carried out at the locations identified on the maps attached as previously presented to the Committee (Mantle Street & High Street). The results of these are attached.

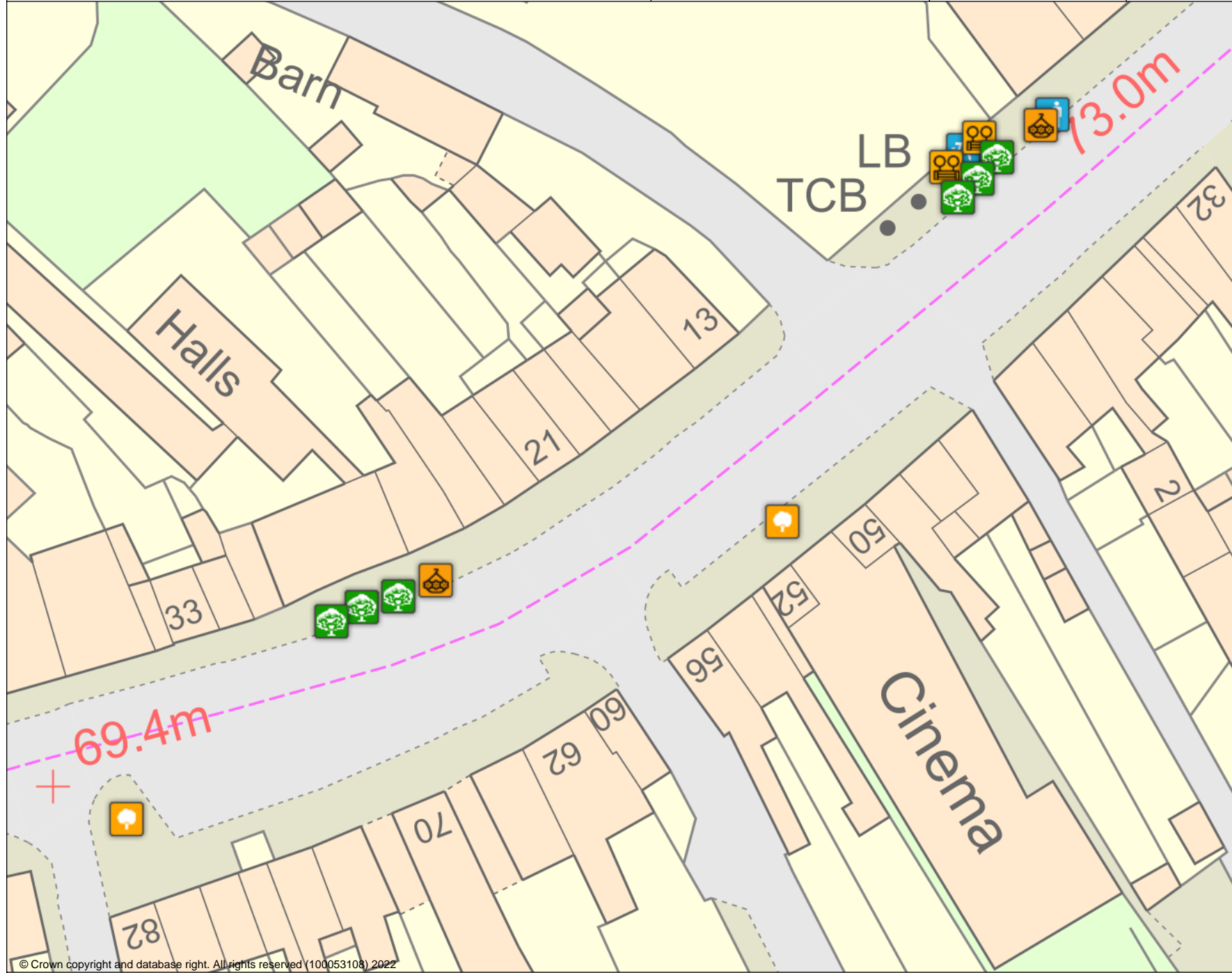
2 GreenBlue Ltd

I have been discussing the project with GreenBlue who are specialists in urban design and tree planting. They have specific products that can accommodate services at specific depths. I have forwarded the scan information to them for analysis. The biggest issue is that as the utilities are at a reasonably shallow depth, they will be going straight through the root ball zone, which should always be avoided. They have asked if it is possible to re-route any of the services, but this is likely to carry a significantly large cost.





3 Costs

The cost to carry out the scans was £749. In early discussions with GreenBlue, before the scans were received, they gave me an indicative cost of **£5-8,000** per tree (with simple below ground structure required) 12x initial/1st phase locations = **£60,000 - £96,000. Plus**, costs for installation and ground works which is quoted on a case by case basis and is dependent what can be installed at the same time.



The committee need to consider how they wish to continue with this project.

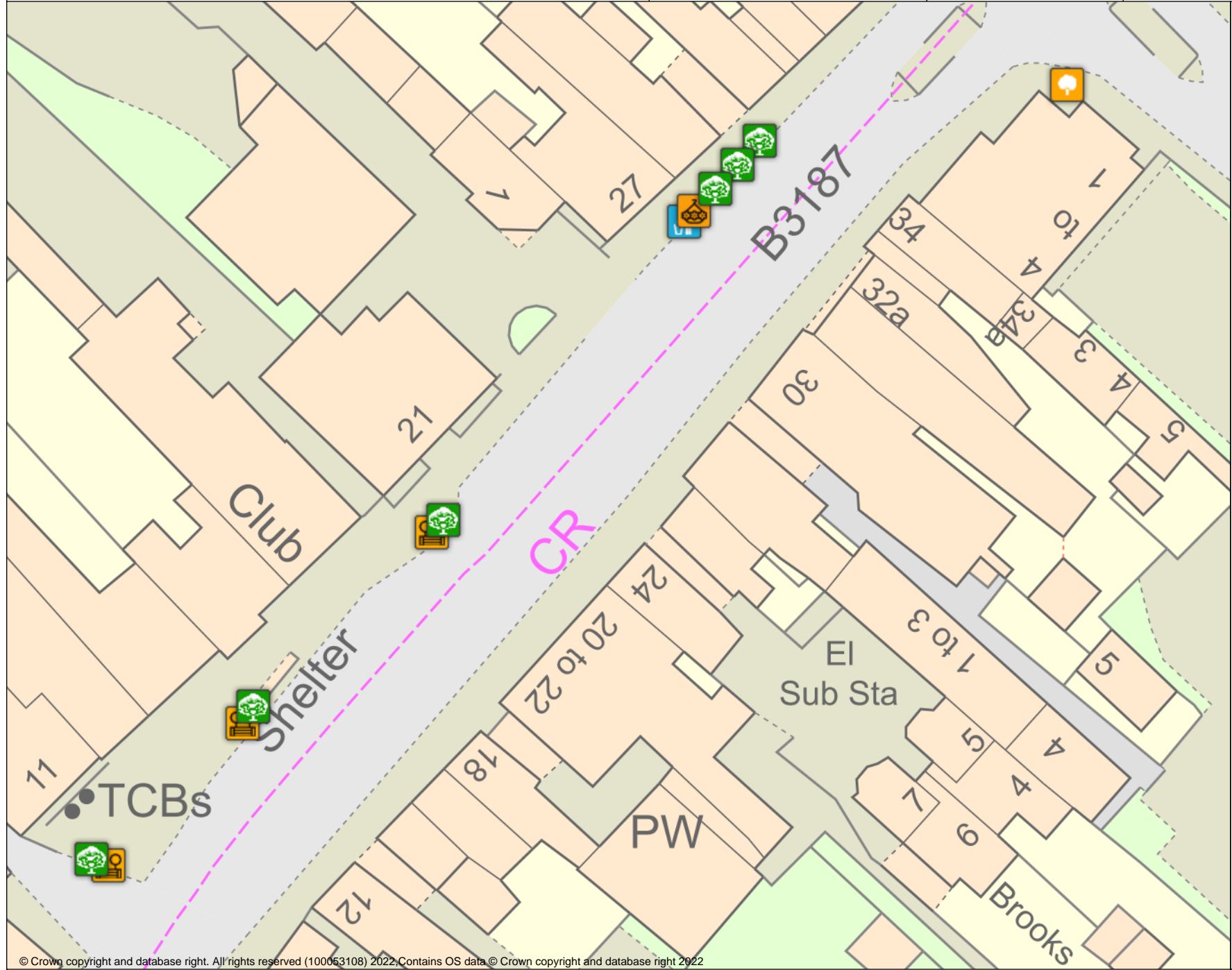


Street Tree Related Furniture




-  Bin
-  Hanging Basket Pole
-  Bench
-  Planter

Street Tree Proposal



-  Proposed Sites
-  Alternate Sites/Phase 2

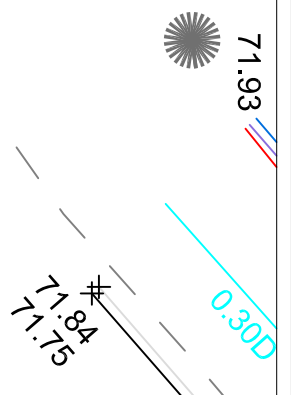
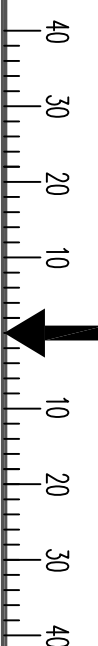
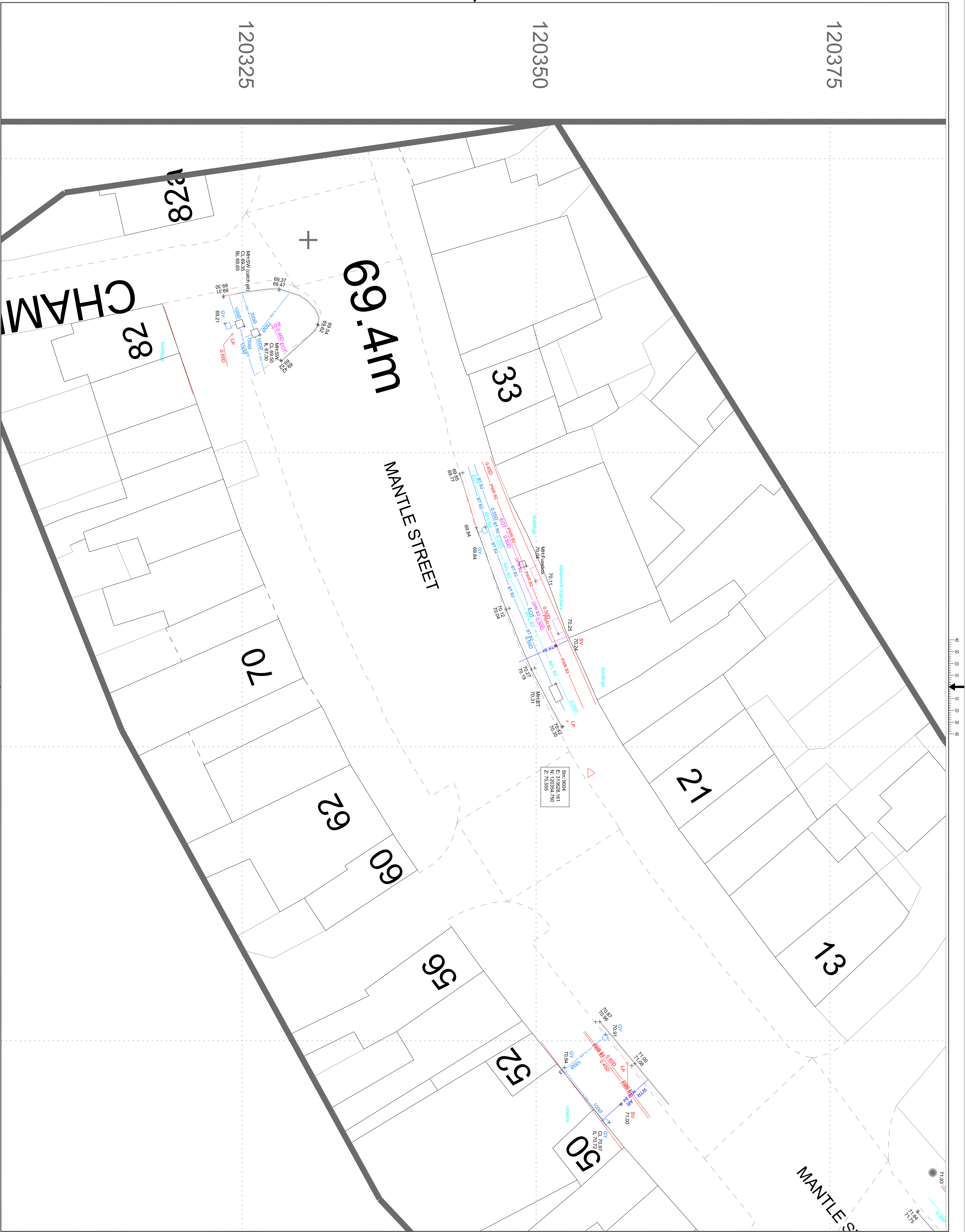




Street Tree Related Furniture

-  Bin
-  Hanging Basket Pole
-  Planter

Street Tree Proposal

-  Proposed Sites
-  Alternate Sites/Phase 2

[illegible][illegible][illegible]

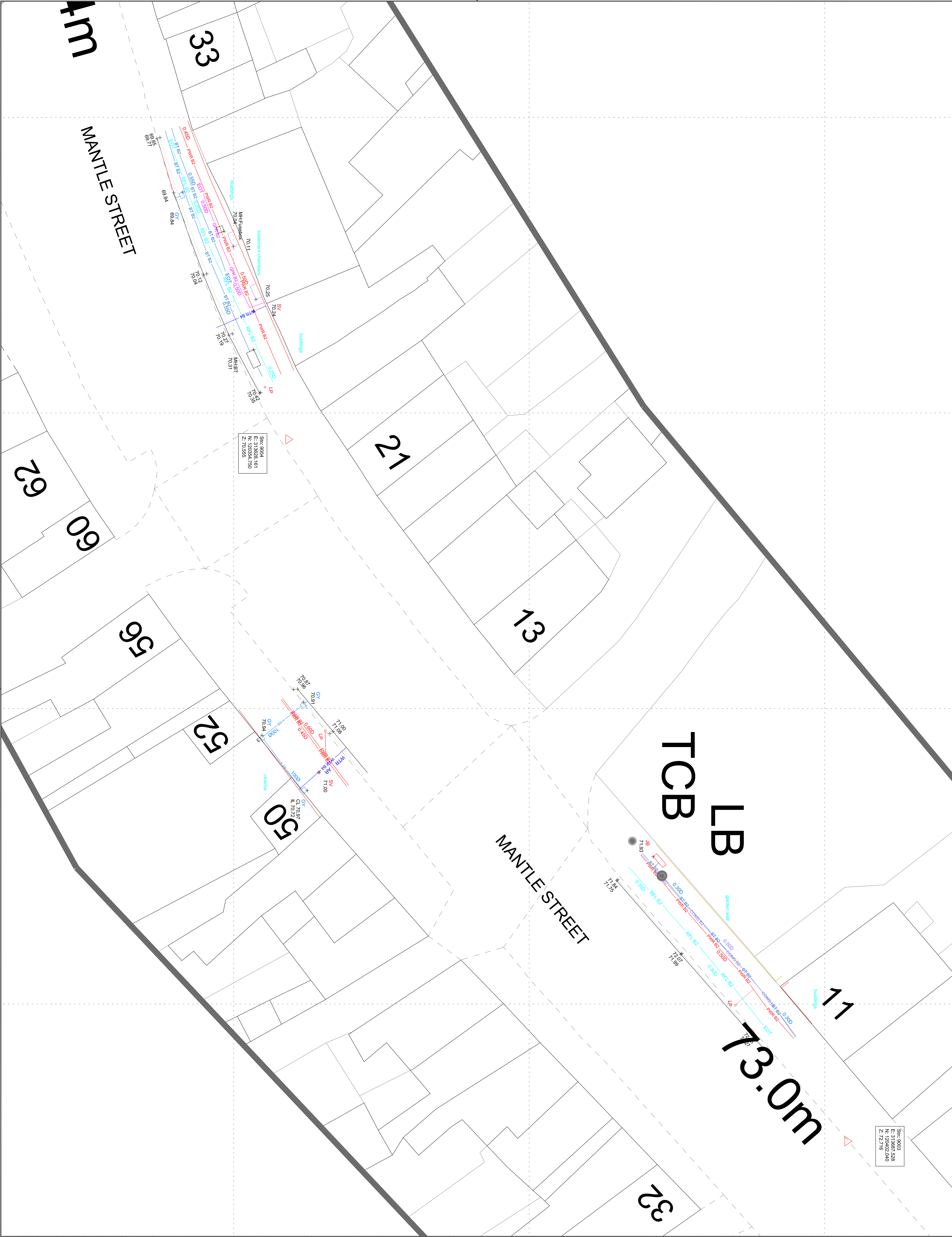
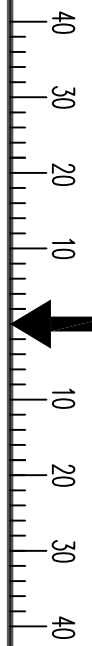
LEVELS		INSPECTOR ONLY	
LOCAL DATUM:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 NORTH
GPS AS DATUM:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PREVIOUS SURVEY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GRID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
LOCAL & ARBITRARY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GPS AS USED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 NORTH
PREVIOUS SURVEY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
APPROX.			

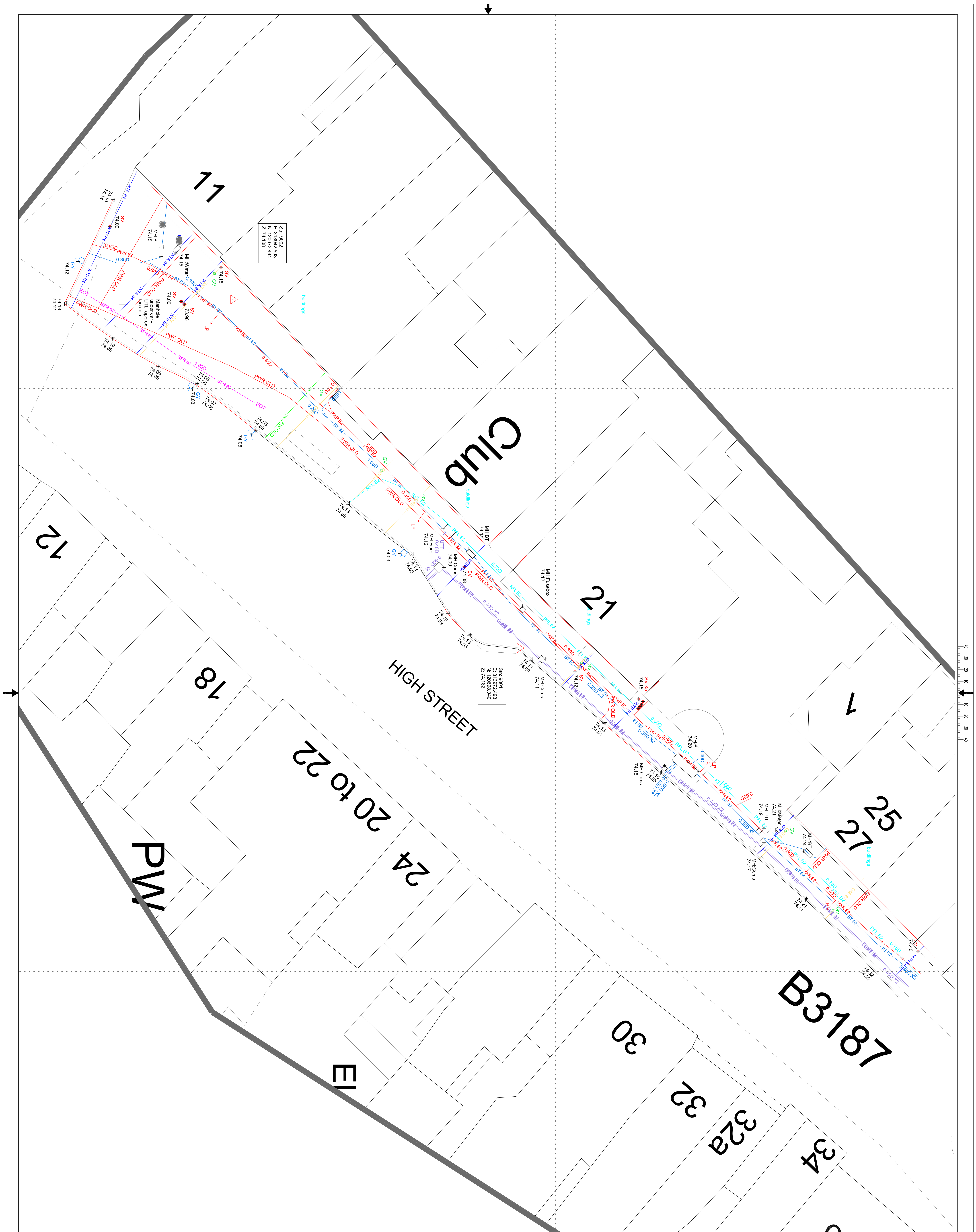
SHEET LAYOUT

NOTES			
<ul style="list-style-type: none">Water mains outside cinema assumed route inStart plans unavailable within Mamie Street - possible un-recorded service not identified within surveyed areas.			
CLIENT:			
Wellington Town Council			
TITLE:			
Wellington Mamie Street Utility Survey			
REVISION HISTORY			
Rev	Description	Date	By
1	Issue for tender	02/08/22	JM
2	Issue for tender	02/08/22	JM
3	Issue for tender	02/08/22	JM
4	Issue for tender	02/08/22	JM
5	Issue for tender	02/08/22	JM
6	Issue for tender	02/08/22	JM
7	Issue for tender	02/08/22	JM
8	Issue for tender	02/08/22	JM
9	Issue for tender	02/08/22	JM
10	Issue for tender	02/08/22	JM
11	Issue for tender	02/08/22	JM
12	Issue for tender	02/08/22	JM
13	Issue for tender	02/08/22	JM
14	Issue for tender	02/08/22	JM
15	Issue for tender	02/08/22	JM
16	Issue for tender	02/08/22	JM
17	Issue for tender	02/08/22	JM
18	Issue for tender	02/08/22	JM
19	Issue for tender	02/08/22	JM
20	Issue for tender	02/08/22	JM
21	Issue for tender	02/08/22	JM
22	Issue for tender	02/08/22	JM
23	Issue for tender	02/08/22	JM
24	Issue for tender	02/08/22	JM
25	Issue for tender	02/08/22	JM
26	Issue for tender	02/08/22	JM
27	Issue for tender	02/08/22	JM
28	Issue for tender	02/08/22	JM
29	Issue for tender	02/08/22	JM
30	Issue for tender	02/08/22	JM
31	Issue for tender	02/08/22	JM
32	Issue for tender	02/08/22	JM
33	Issue for tender	02/08/22	JM
34	Issue for tender	02/08/22	JM
35	Issue for tender	02/08/22	JM
36	Issue for tender	02/08/22	JM
37	Issue for tender	02/08/22	JM
38	Issue for tender	02/08/22	JM
39	Issue for tender	02/08/22	JM
40	Issue for tender	02/08/22	JM
41	Issue for tender	02/08/22	JM
42	Issue for tender	02/08/22	JM
43	Issue for tender	02/08/22	JM
44	Issue for tender	02/08/22	JM
45	Issue for tender	02/08/22	JM
46	Issue for tender	02/08/22	JM
47	Issue for tender	02/08/22	JM
48	Issue for tender	02/08/22	JM
49	Issue for tender	02/08/22	JM
50	Issue for tender	02/08/22	JM
51	Issue for tender	02/08/22	JM
52	Issue for tender	02/08/22	JM
53	Issue for tender	02/08/22	JM
54	Issue for tender	02/08/22	JM
55	Issue for tender	02/08/22	JM
56	Issue for tender	02/08/22	JM
57	Issue for tender	02/08/22	JM
58	Issue for tender	02/08/22	JM
59	Issue for tender	02/08/22	JM
60	Issue for tender	02/08/22	JM
61	Issue for tender	02/08/22	JM
62	Issue for tender	02/08/22	JM
63	Issue for tender	02/08/22	JM
64	Issue for tender	02/08/22	JM
65	Issue for tender	02/08/22	JM
66	Issue for tender	02/08/22	JM
67	Issue for tender	02/08/22	JM
68	Issue for tender	02/08/22	JM
69	Issue for tender	02/08/22	JM
70	Issue for tender	02/08/22	JM
71	Issue for tender	02/08/22	JM
72	Issue for tender	02/08/22	JM
73	Issue for tender	02/08/22	JM
74	Issue for tender	02/08/22	JM
75	Issue for tender	02/08/22	JM
76	Issue for tender	02/08/22	JM
77	Issue for tender	02/08/22	JM
78	Issue for tender	02/08/22	JM
79	Issue for tender	02/08/22	JM
80	Issue for tender	02/08/22	JM
81	Issue for tender	02/08/22	JM
82	Issue for tender	02/08/22	JM
83	Issue for tender	02/08/22	JM
84	Issue for tender	02/08/22	JM
85	Issue for tender	02/08/22	JM
86	Issue for tender	02/08/22	JM
87	Issue for tender	02/08/22	JM
88	Issue for tender	02/08/22	JM
89	Issue for tender	02/08/22	JM
90	Issue for tender	02/08/22	JM
91	Issue for tender	02/08/22	JM
92	Issue for tender	02/08/22	JM
93	Issue for tender	02/08/22	JM
94	Issue for tender	02/08/22	JM
95	Issue for tender	02/08/22	JM
96	Issue for tender	02/08/22	JM
97	Issue for tender	02/08/22	JM
98	Issue for tender	02/08/22	JM
99	Issue for tender	02/08/22	JM
100	Issue for tender	02/08/22	JM

Original Scale:	Division In:	Dwg:	Cl:	Check:	JM
1:100 @/AO	m Levels	30m	02/08/22	02/08/22	
	mm Slopes				

Drawing Number:	33006	Iss:	--
-----------------	-------	------	----




The logo for CSW Surveys, featuring a stylized sunburst or starburst graphic in blue and orange, with the text "CSW" in blue and "SURVEYS" in orange below it.[illegible]

LEVELS

LOCAL DATUM:	<input type="checkbox"/>
GPS OS DATUM:	<input type="checkbox"/>
PREVIOUS SURVEY:	<input type="checkbox"/>
GRID	
LOCAL & ARBITRARY:	<input type="checkbox"/>
GPS OS GRID:	<input checked="" type="checkbox"/>
PREVIOUS SURVEY:	<input type="checkbox"/>

APPROX.

NORTH INDICATOR ONLY



SHEET LAYOUT

<div> <div>NOTES</div> <ul style="list-style-type: none"> • Manhole under car in parking space - unable to lift </div>									
CLIENT:									
Wellington Town Council									
TITLE:									
Wellington High Street									
Utility Survey									
REVISION HISTORY									
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--
Original Scale:	m		Deposited in:	Drawn:	Checked:	Date:		Date:	
1:100 @ A0	mm		Levels	CL	JM	02.09.22		02.09.22	
Drawing Number:									Iss.
35008									--

Wellington Town Council
Net Position by Cost Centre and Code

Pop Up Shop				Receipts		Payments		Current Balance		Estiamted Spend	Estiamted Income	Yr End Balance	Notes
Code	Title		Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget		to Year End	to Year End	Est.	
117	Rent			5,850.00	2,000.00	6,000.00	2,874.95	-724.95		6,000.00	3,700.00	3,700.00	Based on bookings at present to yr end. This section forms part of the earmarked reserves.
118	Overheads					3,000.00	255.36	2,744.64		500.00		2,500.00	
119	Repairs					1,500.00	3.50	1,496.50		150.00		1,350.00	
				5,850.00	£2,000.00	10,500.00	£3,133.81	3,516.19		6,650.00	3,700.00	7,550.00	

Town Centre				Receipts		Payments		Current Balance		Estiamted Spend	Estiamted Income	Yr End Balance	Notes
Code	Title		Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget		to Year End	to Year End	Est.	
53	Longforth Road Toilets					20,017.00	3,164.89	16,852.11		6,444.00		13,573.00	Cleaning £1,460 pq, Water £200 per 6m approx. , Elect £100 pq
128	Platinum Jubilee				330.00	25,000.00	13,374.58	11,955.42		13,374.58		11,625.42	
133	Longforth Rd Toilet Refurb					10,000.00		10,000.00				10,000.00	
134	Co-Working Space					30,000.00		30,000.00				30,000.00	
135	Town Centre Projects					20,000.00	1,757.00	18,243.00		2,500.00		17,500.00	
138	Carnival					5,000.00	2,295.00	2,705.00		3,939.00		1,061.00	
					-198.00	110,017.00	20,591.47	89,227.53		26,257.58		83,759.42	

