



## WELLINGTON TOWN COUNCIL

### AGENDA

**Members of the Public and the Press are invited to attend all Council Meetings  
(Public Bodies (Admission to Meetings) Act 1960)**

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting	<b>TOWN CENTRE COMMITTEE</b>
Time	6.00pm
Date	Tuesday 21 <sup>st</sup> March 2023
Place	United Reformed Church Hall, Fore Street, Wellington TA21 8AG

Councillors will be discussing all the items listed on the attached Agenda and minutes will be available online and on the Council Notice Board after the meeting.

Councillors and members of the public are reminded that they should not attend the meeting if they or a someone they live with has tested positive for COVID or have COVID symptoms.

David Farrow  
Town Clerk  
07983 697740  
[townclerk@wellingtontowncouncil.co.uk](mailto:townclerk@wellingtontowncouncil.co.uk)  
15<sup>th</sup> March 2023

Committee Membership: Councillors M Lithgow, J Lloyd, N Powell-Brace, M Barr, C Booth, K Canham, C Govier, K Wheatley  
Richard Coupe, Sharon Davis, Sean Pringle-Kosikowsky

## **AGENDA**

### **1. APOLOGIES**

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

To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct.

### **3. MINUTES**

To approve and sign the minutes of the Town Centre Committee meeting held on 17<sup>th</sup> January 2023.

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

Public Attendance: For those members of the public who wish to ask a question or make a statement 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 119

### **5. TOWN CENTRE COMMITTEE MEMBERS**

**RECOMMENDATION** to full council to approve the increase of non-councillors from 4 to 6 members. Total committee members will increase to 14. The full council to approve the Terms of Reference amendment at the Annual Council meeting on 3<sup>rd</sup> May 2023.

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

A general update report is attached to the agenda.

### **7. KINGS CORONATION CELEBRATIONS:**

Annette Kirk, Assets & Events Officers to give update:

- a) Commemorative coins –Ordered 3200 children including early years from Insignia Ltd – Coin to include clear PVC Pouch. Delivery 3/4 weeks. Delivery expected at the end of March. Coins will be presented throughout April.
- b) Spring Fayre on Sunday 7<sup>th</sup> May 2023:
  - i. Fuse Performance Ltd Acts booked: Circus Tent, Tight Rope Walk and Fire Juggler booked.
- c) Family Fun Day – Wellington Ruby Club on Sunday 7<sup>th</sup> May 2023
  - i. Street Banners and Lamp Post Banners to be put up first week of April
  - ii. Double page advert in “The Edge” for Spring Fayre and Family Fun Day
  - iii. Carly Press putting together event leaflet to be given out to Town Centre businesses to give out
  - iv. Fireworks Display by Firestorm, Taunton – Cost £3,000.

### **8. ANNUAL STREET FAIR 2023**

Annette Kirk, Assets & Events Officer to give update.

- 20 Stalls confirmed to date.
- 8 Music Acts
- Traffic Management/Road Closure Application to be completed and submitted to SWT/SCC

**9. RIFLES REGIMENT: FREEDOM OF THE TOWN 17 JUNE 2023**

Assets & Events Officer and Town Clerk to give update following Working Group meeting on 15<sup>th</sup> March 2023.

**10. CHRISTMAS 2023:**

A report is attached with details of the next steps required for the new hire and installation contracts required from 2023. Also attached are draft tender documents for these contracts. There are a number of points for decision set out in item 7 (page 4) of the report that the Committee must consider to allow completion and publication of the tender advertisements.

**11. EMERGENCY TOWN CENTRE RECOVERY FUND**

Councillor Janet Lloyd Chairman and Assets & Events Officer to give update. Emergency High Street Recovery Fund Expenditure Report circulated prior to meeting. 31<sup>st</sup> March 2023 being the deadline for the funding.

- a) Living Wall Displays for Town Centre Barriers to be delivered on 15<sup>th</sup> March 2023. Planting and Installation before the end of March.
  - i. Clean City Air Quotation for Living Display Trays, Hanging Rails & Water Container £4933.69 plus VAT £986.74 = £5920.43
  - ii. Create Landscape Ltd Quotation to install and plant the Living Display Trays - £2723.79 plus VAT £544.75 = £3268.54

**RECOMMENDATION** to approve under delegated powers to approve quotations from Living Display Trays, Hanging Rails & Water Container £4933.69 plus VAT £986.74 = £5920.43 and Create Landscaping Ltd for the installation and planting of Living Display Trays - £2723.79 plus VAT £544.75 = £3268.54, with the Emergency High Street Recovery Fund covering the costs.

- b) Fingerpost Arm – Corner of South Street/Fore Street. Additional arm for “Park & Memorial” – FWDP Quotation £776.00 plus VAT. Excludes fitting.

- c) Street Banners for Events:

- i. 8 x King Charles III Coronation Celebration – 7<sup>th</sup> May 2023. Quotation £980.00 plus VAT.
  - ii. 4 x The Rifles – Freedom of the Town & Armed Forces Day Celebration – 17<sup>th</sup> June 2023 – Quotation £515.00 plus VAT
  - iii. 4 x Wellington Street Fair – 3<sup>rd</sup> June 2023 – Quotation £515.00 plus VAT

- d) Town Notice Boards Purchased – Full Council approved expenditure on 5<sup>th</sup> December 2022:

- i. Green Barnes Notice Board for Rockwell Green. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT
  - ii. Green Barnes Notice Board for The Priory. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT
  - iii. Green Barnes Notice Board for Tonedale. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT

**RECOMMENDATION:** to approve the expenditure for additional Fingerpost Arm, Street Banners and new Town Notice Boards as detailed in agenda item 11(b), 11(c) & 11(d), the costs to be cover by the Emergency High Street Recovery Fund.

**12. CORNHILL – VICTORIAN LANTERN**

We can confirm safe delivery of the lantern. Annette Kirk, Assets & Events Officer to find suitable premises to store the lantern. To speak to local contractors to obtain quotations to get the lantern refurbished and to get it reinstated later in the year.

**13. TOWN COUNCIL MASCOT**

Public Consultation set up for Saturday 18<sup>th</sup> March 2023. From 10am to 1pm. Town Centre Gazebo to be erected on the corner of South Street and Fore Street. Small survey will be available on the day for people to complete on their phones or on paper. The survey has been published on Facebook. The public survey will be close on 6<sup>th</sup> April 2023.

**14. WELLINGTON FOOTFALL COUNTERS**

- i. Monthly Footfall Reports for January and February 2023 circulated prior to meeting.

**15. DATE OF NEXT MEETING:** To be confirmed

David Farrow  
Town Clerk  
15<sup>th</sup> March 2023