

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Tuesday 11th July 2023 at 6.00pm

Present: Councillors S. Booker (Chair), M. Barr, C. Booth, C. Govier, M. Lithgow, K Wheatley
Non-Councillors S. Davis, M.Evans.

In Attendance: Alice Kendall – Deputy Clerk
Annette Kirk – Assets & Events Officer

Councillor J. Thorne (non-member)

Four members of the public
One member of the press

125 APOLOGIES

Apologies had been received from Councillor J Lloyd and non-councillors S. Pringle-Kosikowsky and Z Old.

126 DECLARATIONS OF INTEREST

No declarations of interest.

127 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 16th and 25th May 2023.

128 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Member of the public spoke regarding The Rifles Freedom and a legacy to Wellington.

RESOLVED to move forward item 11, Wellington Produce Market.

129 WELLINGTON PRODUCE MARKET

RESOLVED suspend standing orders to allow Wellington Produce Market to answer questions from the Committee.

Assets & Events Officer had spoken with Wellington Produce Market to discuss the concerns raised by Councillors and South Street Retailers. We looked at options to relocate the market. The High Street was suggested, this being a much wider street, which in turn would attract more stalls. This would also encourage more community groups to potentially get involved, together with more entertainment.

The Committee acknowledged the concerns raised by South Street retailers and would be happy to see the market moved to High Street. The Committee would like to see more variety of stalls. They would like to see the market rebranded to “Wellington Market.”

RESOLVED to reinstate Standing Orders

RESOLVED to support Wellington Produce Market to move the market into High Street.

130 TOWN CENTRE ENGAGEMENT

The Chairman circulated a list of ideas raised by residents and businesses. He asked that members reviewed the list before the next meeting and forward to him any additional comments and suggestions of their own. The Committee would then prioritise what they wanted to put in place up to the end of the current council year.

The Committee felt some of the suggestions on the list would better deal by other council committees. It was agreed the list of ideas would be circulated to those committees.

131 MAYOR'S CRICKET AND FOOTBALL MATCH

The Mayor, Councillor M Barr requested the use of Council resources to arrange cricket and football matches for the mayor's fund.

RESOLVED to approve 3 hours of Council Resources to assist the Mayor in setting up the cricket and football matches. Anything above 3 hours or funding needed to put on the events will need to come back to the Town Centre Committee for approval.

132 POP UP SHOP

The Deputy Clerk gave an update report on bookings, confirming the shop was fully booked until the end of the year.

The Committee discussed the Pop-Up Shop refurbishment, as detailed in the Deputy Clerk's report.

RESOLVED to accept the quotation from Somerset Sign and Print in the sum of £260 to replace the façade banner and remove the arrows off the windows in the sum of £20 per window. The committee agreed that the Deputy Clerk should write a formal letter to the landlord to address the condition of the shop and pursue the outstanding repairs. The letter will request follow up information from the Landlord in time for the next meeting. It was agreed, however, that a collaborative approach be taken with the Committee agreeing to carry out some of the internal decorations (i.e. painting and carpeting).

133 EVENTS 2023/24

a) ANNUAL STREET FAIR 3RD JUNE 2023

RECOMMENDATION to Full Council to approve the date for 2024 Street Fair - Saturday 1st June.

b) RIFLES REGIMENT-FREEDOM OF THE TOWN 17TH JUNE 2023

The Committee discussed keeping The Rifles JustGiving page open.

RESOLVED to keep The Rifles JustGiving page open up until the next Town Centre Committee meeting on 12th September. When they will decide whether to continue with the page. The Committee asked Council Officers to increase the promotion of the JustGiving page through social media platforms and posters.

c) WELLINGTON CARNIVAL – 30TH SEPTEMBER 2023 – MAYORS RECEPTION

The Mayor, Councillor M Barr asked for the Committee's support to hold a reception. Venue to be confirmed.

RESOLVED to support the Mayor holding a Carnival Reception and use of Council resources.

d) CHRISTMAS MARKET AND LIGHT SWITCH ON 25TH NOVEMBER 2023

The Committee would like to see more childrens' activities, e.g., Roundabout as in previous years. Consider a Snow Globe etc., Marion Evans to provide other activity ideas to the Assets & Events Officer.

Councillor J Thorne asked what measures were being put in place to ensure those applying for stalls at Council events were carrying out the activities detailed on their applications. Council Officers will look at ways of tightening up the process of vetting stall applications and come back to the next Town Centre Committee.

134 EVENTS 2024/25

The Committee discussed D Day 80th Anniversary Celebrations between 2nd and 10th June 2024 and merging it with the Street Fair on Saturday 1st June 2024. The Committee would encourage other activities including a shop window competition, fancy dress competitions and other activities. To include the schools, pre-schools, and nurseries. Assets & Events Officer to bring the National Guide for the event to the next Town Centre Committee

RECOMMENDATION to Full Council to approve merging of the D Day 80 Anniversary Celebrations with the Street Fair on 1st June 2024. This to start a week of activities.

135 FUTURE ROAD CLOSURE FEES

RECOMMENDED to Full Council that a letter of complaint be written to Somerset Council objecting to the charges for road closures for community events.

136 DATE OF NEXT MEETING: Tuesday 12th September 2023

The meeting ended at 7.10pm

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Councillor S Booker
Chair

WELLINGTON TOWN COUNCIL

Minutes of an Extra Ordinary meeting of the Wellington Town Centre Committee held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Wednesday 23rd August 2023 at 6.00pm

Present: Councillors M. Lithgow (Chair), C. Booth, C. Govier, J. Lloyd
Non-Councillors: M.Vincent. S Pringle-Kosikowsky.

In Attendance: Alice Kendall – Deputy Clerk
Annette Kirk – Assets & Events Officer

One member of the press

197 ELECTION OF CHAIR

RESOLVED that Councillor M Lithgow would act as Chair in the absence of Councillor S Booker

198 APOLOGIES

Apologies had been received from Councillor K Wheatley and non-councillors S. Davis and Z Old.

199 DECLARATIONS OF INTEREST

No declarations of interest.

200 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No public present.

201 WELLINGTON TOWN CARNIVAL – SATURDAY 30TH SEPTEMBER 2023

- a) **RESOLVED** that Council Officers obtain three quotations for a light buffet for the Mayor's Reception.

RESOLVED to approve a budget of £500.00 for Council Officers to spend on a light buffet and drinks for Mayor's Reception.

- b) **RESOLVED** not to hire a viewing stage for the Mayor's Reception but to cordon off an area and erect gazebos and chairs for guests to use. Location to be decided.

202 CHRISTMAS EXPENDITURE

The Committee considered a report with a breakdown of costings for items proposed for the Switch on Event as well as entertainment on additional Saturdays. It was noted the proposed expenditure was significantly over the current budget. It was felt that, given the current cost-of-living crisis, entertainment should come from the local community.

RESOLVED to only have street entertainment for the Switch On Event (not additional Saturdays) and to remove from the proposal the hire of a ride, snow globe and grotto. Also, to try and wrap a window in a Christmas theme.

RESOLVED to approve a budget of £10,500 for Christmas Entertainment.

203 ROCKWELL WELL GREEN CHRISTMAS TREE

RESOLVED to agree the new location of the Christmas Tree at The Well Christian Centre. Subject to final and formal agreement

The meeting ended at 7.30pm

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Councillor M Lithgow
Chair

Wellington Town Council – Town Centre Committee Ideas List

A list of ideas and projects for our town sourced from throughout the local community. This is not a proposal, this is purely to help us see what changes local residents and businesses would like to be explored by the committee.

ITEM:	IDEA/PROJECT	COMMITTEE	NOTES
1	More bins in the rec & football club grounds	Environment & Heritage	Consider installing new bin, next to the new bench which is going to be installed on Wellington Playing Field
2	Pedestrianisation of the High Street/Other Suitable Road.		
3	Investment in children's play parks	Environment & Heritage	
4	More Water Fountains (Rec, Football Club, etc.)		Where is water supply coming from? How will it be billed? Talks with Wessex Water
5	Youth Hub/Club (King's Arms?)	Policy & Resources	In Progress
6	Notice Board Space for Independent Local Business to advertise in the town centre.	Town Centre	
7	Wellington Themed Mural		We have one on Tonedale Bridge – Do we want to change the theme? Looking at putting one on the garages in Richards Close Play Area.
8	Ban Parking on Fore Street/High Street/South Street/North Street.		
9	More Free Parking in Car Parks	Town Centre	
10	More Events in the Park/Rec.	Town Centre	
11	Trees on High Street/More Greenery in the town centre.	Environment & Heritage	
12	Permit Parking on North Street		
13	Christmas/Winter Market in The Park/Rec/Other Green Space.	Town Centre	

14	Organised Litter Picking/Community Service Events.	Environment & Heritage	
15	Re-Vamp the Pop-Up Shop.	Town Centre	In progress

Wellington Town Council

Pop Up Shop Update

For Town Centre Committee September 2023

Bookings

The shop is currently fully booked until Christmas. The Christmas bookings were able to be allocated without resorting to a random draw. The 6 week Christmas period sees two regular users and two new users. Bookings and enquiries for 2024 are picking up.

The Mayor has asked to use the shop for fundraising in January and would like to utilise the whole month. January is normally a very quiet month for bookings. Free charitable bookings are usually limited to one week only and as per discussion at a previous meeting, **the Committee should approve the use of Council resources for Mayor's Fund raising.** It should be noted however, that further to the repair update below, it is expected that 2 weeks in January will be required to carry out the final items of the refresh (painting and carpeting). A more detailed update will be available at the next meeting after visiting the shop with Cllr Wheatley and the landlords.

Repairs & Maintenance Update

In the week before this report is published, the landlords have undertaken a number of repairs as requested at the last meeting.

Toilet and Corridor – the walls of the toilet room have been rubbed down and painted as well as the door. The floor in the whole area has also been painted. The window is now able to be opened to allow better airflow and a new towel holder has been installed. A user of the shop raised the issue that you are unable to fill a kettle or mug given the very small sink. As there is not much room there, the landlords have installed a tap in the corridor which is better accessed (there is a drain in the floor there in case of any leaks). The wall has been patched and painted. Images are included further in the report.

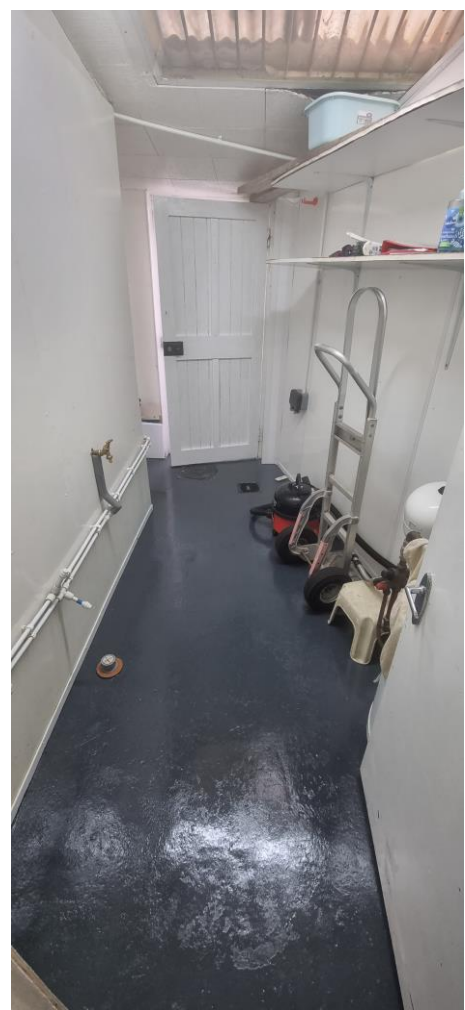
Back room – although a cleaning process was attempted on the floor, the bad smell still persists. The landlord is continuing to work on this. A sign will be placed on the door advising it remains closed.

Lighting – all the strip lights have been upgraded to new integrated LED strip lights.

Roof & Ceiling – the landlords have confirmed that a contractor is due to complete works to the roof. Once this is complete, the ceilings of the back room, toilet and corridor will be refurbished etc.

Signage – the new signage has been put up and the arrows removed from the windows.

The Deputy Clerk and Councillor Wheatley will meet with the landlords at the beginning of October to further review the progress made.





CHRISTMAS MARKET & LIGHT SWITCH ON - Saturday 25th November 2023
Expenditure Report

AGENDA ITEM: 7a(i)

	Projected Costs		Actual Cost 2023	
	2023			
Saturday 25th November - 4 jugglers incl. fire juggler (incl admin fee and travelling)	£	1,160.00	£	1,160.00
Steve Hawker PA System & Generator	£	650.00	£	650.00
Prosound & Light - Stage	£	900.00	£	900.00
Window Wrap	£	500.00		
Artwork for Posters,Newspaper lamp post banners and Social Media	£	300.00		
Carly Press - The Edge Oct 23 Edition	£	100.00	£	100.00
St Johns Ambulance	£	500.00		
Wellington Weekly adverts - 2 x	£	500.00		
Bay Media Lamp Post Banners	£	1,500.00	£	1,225.00
Traffic Management/Road Closure	£	1,100.00	£	1,100.00
Somerset Council - Music Entertainment licence	£	70.00		
Event Refreshments - Marshals	£	100.00		
Free Parking - Somerset Council	£	1,000.00		
S171 Christmas Tree - Somerset Council	£	50.00		
Extras: cable ties, sweets etc.,	£	150.00		
TOTAL	£	8,580.00	£	5,135.00