


Minutes of a meeting of the Wellington Town Centre Committee held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Tuesday 16th January 2024 at 6.00pm

Present: Councillors: C Booth (Chair), M Barr, C Govier, J Lloyd, K Wheatley.
Co-opted Member: M Vincent

In Attendance:  Councillors: J Cole, A Govier, M McGuffie and J Thorne
Annette Kirk – Assets & Events Officer
1 member of the press

431 ELECTION OF CHAIR

Councillor C Booth was elected to Chair meetings on 16th January 2024 and 12th March 2024.

432 APOLOGIES

Apologies had been received from Councillors M Lithgow and S Pringle-Kosikowsky. Co-opted members Zoe Old and S Davis.

433 DECLARATIONS OF INTEREST

Councillor J Thorne declared a personal interest in agenda item 8 as there was a payment listed to his employer - Tindle Newspapers.

434 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 14th November 2023.

435 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No members of the public were in attendance.

Councillor McGuffie reported that he would be presenting a proposal for Tree Planters within the Town Centre and trees in Car Park Spaces at the Environment and Heritage committee the following day.

Councillor McGuffie stated that he did not support the proposed mural for Tonedale Bridge commemorating the 80th Anniversary of D-Day.

At this juncture, Councillor McGuffie gave his apologies and left the meeting.

436 NORTH STREETCAR PARK

Councillor K Wheatley updated the Committee following the meeting with Somerset Council on 15 December 2023. Planned works proposed by Somerset Council was circulated to the Committee prior to the meeting. After much discussion further concerns were raised. It was **AGREED** that further work was needed to put in further preventative measures to stop vehicles exiting the car park onto Fore Street via the car park entrance. Councillor K Wheatley and the Assets and Events Office to contact Somerset Council and to report back at the next meeting including costs.

437 MONUMENT PLANTER

Somerset Council have been storing the planter on behalf of the Town Council since 1992. The committee discussed at length whether to retain the planter and if so where it could be located - suggestions were the United Reformed Church or on Tonedale Christmas Tree Pit.

RESOLVED to retain the planter. The Assets & Events Officer to obtain further details on costs to maintain, plant and to install.

At this juncture, Councillor A Govier left the meeting.

438 LONGFORTH ROAD TOILETS - DEFIBRILLATOR

The Committee discussed at length locations for the defibrillator. It was **AGREED** that the Kings Arms could be a suitable location but asked if the Assets & Events Officer could obtain a map from Heartstart showing where all the current defibrillators are located in the town before any final decision is made.

439 EVENTS

a. STALL CHARGES

RESOLVED to approve the increased stall charges for Traders, and administration charges for all stall holders. Community Groups, Schools and Charities will pay a deposit fee, which will be refunded if they attend the event. To also approve the new clauses under the Terms and Conditions heading on the application form.

b. CHRISTMAS LIGHT SWITCH ON - 25TH NOVEMBER 2023

RESOLVED to make a £300.00 donation to the Rotary Club of Wellington for it to donate £100 to each of their three chosen charities in appreciation of the work put in by Chris Then-Bergh and partner in Santa's Grotto.

c. CHRISTMAS MARKET & LIGHTS SWITCH ON – 30TH NOVEMBER 2024 **RESOLVED**

- To take on the administration and running of the market as well as the Switch on Event.
- To include a children's carousel ride.
- To recommend to Full Council to approve an event budget of £10,000 to include free parking on the day of the event. With a separate budget line of £5,000 for the three Saturdays leading up to Christmas. 7th, 14th, and 21st December. Final figure to be confirmed by Somerset Council.

d. 80TH ANNIVERSARY OF D-DAY – Thursday 6th June 2024

The Committee discussed at length on how the Town Council can mark this historic event. Activities to include:

1st June 2024 – Street Fair

6th June 2024 – 80th D-Day Anniversary

Commemorative Flag

Shop Window Competition

School Competition

RESOLVED to recommend to Full Council that an overall budget of £15,000 be set up for the Annual Street Fair and the programme of events to commemorate the 80th Anniversary of D-Day between 1st – 8th June 2024.

It was **AGREED** that Councillors C Govier, J Lloyd, and C Booth would make up a working group with Council officers to deliver the activities.

440 TOWN COUNCIL'S 50TH ANNIVERSARY

RESOLVED to approve the quotation from Somerset Film in the sum of £240.00 plus VAT to do half a day's worth of editing to create an archive film with the opening titles to mark the 50th anniversary and in tribute to the late Richard Fox.

To note the following:

- Pop Up Shop is booked from 1st to 6th April 2024.
- The Civic Service will be held on Sunday 14th April 2024 at St. Johns Church. Time to be confirmed. Reception to be held in the Church Hall. Councillors and Town Clerks that have served during the 50 years to be invited. The Mayor to confirm the invitation list.

At this juncture, Councillor Lloyd gave her apologies and left the meeting.

441 2024 – 300th ANNIVERSARY OF DANIEL DEFOE VISITING THE TOWN

Blue Plaque – Councillor J Thorne suggested the blue plaque is hung on the wall in Monmouth Gardens.

It was **AGREED** in principle to use Monmouth Gardens back wall as a place to hang the blue plaque subject to receiving Historic England's scheme rules and confirmation of any fees and obtaining landowner's permission.

442 DATE OF NEXT MEETING: Tuesday 12th March 2024 at United Reformed Church Hall, Fore Street, Wellington.

The meeting ended at 7.50 pm.

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Wellington Town Council

Pop Up Shop Update

For Town Centre Committee March 2024

Repairs & Maintenance Update

The Community Warden and Admin Assistant have worked hard to deep clean and redecorate the shop which has given it a much needed lift. Together with a new carpet – the space is much improved. The landlords kindly provided the paint required as well as updating the lighting to LED fixtures. They are also closely monitoring the condition of the back room.

C&C Carpets fitted the new carpet at a discounted rate, the total cost was £689 (after discount of £595). They also provided vinyl for the windows.

Bookings Update

Summary of booking types (March – mid-November)

Payable weeks booked = 22

Free/Charitable weeks booked = 10

Available weeks = 3

No of Christmas booking applications (18th Nov onwards) = 4

As per the booking policy – the quota for free bookings is now at capacity for the year.

There is one week earmarked for Council use for the 50th Anniversary and one free week set aside for the Poppy Appeal as previously agreed.



80th D-Day Anniversary Meeting Notes

Tuesday 27th February 2024 at 2.30pm

Council Chamber, Wellington Town Council, 28 Fore Street, Wellington TA21 8AQ

Advisory Board Present:

Cllr Janet Lloyd (JL)

Cllr Catherine Govier (CG)

Annette Kirk- Assets & Events Officer (AK)

Rebecca Hunt – Administration Assistant (RH)

1. Welcome

2. Apologies

Councillor Chris Booth – unable to attend due to work commitments.

3. Saturday 1st June 2024 – Street Fair

AK went through the project plan:

- 67 stall applications had been sent out. 23 applications forms received to date. RH to send out reminder.
- Marketing and Promotion – will push this beginning of May.
- Street Banners and Lamp Posts Banners will be in place mid-April.
 - Wordgetsaround sent draft of lamp post banner – send amendments agreed by group. RH to draft street banners along the same theme as the lamp post banners.
- Legal & Financial – All documents in place. Sealed Traffic Order received for the Road Closures.
- Bunting – it was agreed to use the red, white & blue bunting we have stored.
- Signage – to be put together nearer the event.
- Emails/Letters to emergency services, residents, businesses, taxis, bus & coach companies to be written to closer to the time.
- Health & Safety – 2 first aiders booked with St.John's Ambulance.
- Toilets – it was agreed, there was enough available in the town.
- Parking – AK to contact Somerset Council for a quotation for free parking in Longforth Road, North Street and South Street.
- Rest Area – Chairs to be put out in front of stage area.
- Street Entertainment – It was agreed that the entertainment would be capped at the Liberty Sisters and the Tank Acts.

- Stage – Prosound to confirm whether mobile stage is available. A bespoke stage can be built as an alternative - AK to chase.
- Stage Acts – we have a full programme of performers. Performance times to be confirmed.
- Community Centre – email sent Jill Mitton – wait confirmation.
- 1940s plane – there may be an opportunity for a fly pass. We are waiting confirmation.
- Volunteers to be recruited nearer the date.
- We have put out posters and notices on social media for Military Vehicles and memorabilia to be displayed the street fair.

4. Sunday 2nd June 2024

Friends of Wellington Park – Music in the park

5. Thursday 6th June 2024 –D-Day Anniversary

AK went through the project plan:

- 8am – D-Day Proclamation – Town Crier
- 11am – “D-Day Heroes” poem for schools – it was agreed, as it would be half term and the schools would be off. We would contact the schools to pre-record a couple of lines and we would put the poem together to post on our social media platforms – RH/AK to pull this together.
- Armed Forces Covenant to be signed off by the Mayor and Military Representative – AK to contact Jon Beake of Defence Relationship Management in the SW to contact CO 6 Rifles to see if they can send someone. If possible, could we hold the signing of the covenant on the evening in Wellington Park at approx. 7.30pm, as more people would be around. AK to speak to Jon to confirm time and location.
- Wellington Park – Lighting of the Beacon:
 - Start at 7am to 10am.
 - Lighting of the Beacon 9.15pm – Mayor to read out international tribute.
 - Steve Hawker to provide PA System to include microphones and speakers. 4 x Light stands will be provided. – 1940s songs to be played in background
 - Wellington Silver Band confirmed they can play on the evening.
 - Roger Nunn confirmed the use of their gazebos on the evening.
 - Wellington Town Council Gazebo to be set up on the centre grass area.
 - Gas Beacon will be set up on the centre grass area and cordoned off.
 - Gas Beacon – it was agreed that we should purchase the full beacon with 80th D-Day Anniversary bands and beaches band – Bullfinch to confirm these can be removed and for future events new bands attached. Cost £549.00 plus VAT. Health & Safety requirement is that we test and light the beacon before the event.
 - It was agreed we should try and get a bag piper for the event – RH to progress.

- First Aid – we will need 2 first aiders.
- Volunteers to be recruited to marshal entrances. Officers to marshal the event.

6. 80th D-Day Anniversary – Event Programme

It was agreed we would put a leaflet together listing the events between 1st and 8th June 2024 – to include Town Council, FOWP and RBL events – RH to draft.

7. TONEDALE BRIDGE

It was agreed that quotations for the D-Dazzle Camouflage and to remove the mural on the bridge would go to the Town Centre Committee on 12th March 2024 for them to decide.

8. COMMEMORATIVE FLAG

It was agreed to order the chosen flag, as there were concerns that it would be too dark. – AK to order and bring to Town Centre Committee meeting.

9. SHOP WINDOW COMPETITION

It was agreed that this would be good the town centre businesses to get involved and would give a lift to the town. – RH to progress.

10. SCHOOLS COMPETITION

It was agreed that schools should be approached to design their own banners for the 80th Anniversary. The banners will be printed onto vinyl banners and displayed either at each school or around the town. Schools could hold internal competition to decide their final entry. RH to obtain quotations. .


Meeting closed: 3.30pm

TONEDALE BRIDGE, WELLINGTON

Town Council Committee to look at options regarding the artwork currently on the bridge.

1) Three quotations to Dazzle Camouflage the bridge. See below:

Quotation 1 – GRAFFARTY, Bristol.

The Total Cost to include the design fee, travel costs, time, all painting materials and associated labour costs, travel costs from Bristol to Wellington	£3,695.00 excl.VAT
Allowed 6 working days to complete the project	
	

Quotation 2 – GAGE GRAPHICS, Bristol.

The Total Cost to include the design fee, travel costs, time, all painting materials and associated labour costs, travel costs from Bristol to Wellington	£2,990.00 excl.VAT
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Quotation – AEROSOL ART, Taunton

The Total Cost to include the design fee, travel costs, time, all painting materials and associated labour costs, travel costs from Bristol to Wellington	£3,660.00 excl.VAT
Allowed 1.5 weeks to complete the project	

2. To paint over the current artwork:

QUOTATION: Blackdown Decorating

Wash down both sides with water and sugar soap	£500.00
Apply two coats of Bedec MSP in either silver or light grey. To incl. labour and materials	

We have been advised that any top coating would end with the same result, flaking paint. It was recommended that removal was the best going forward with steam pressure washer or graffiti removal company. This will leave the surface clean with no further upkeep needed.

Wellington Town Council 50th Anniversary

Pop-Up Shop – 1st to 6th April 2024

We are working with Wellington Museum to showcase some items relating to the Town Council over the past 50 years as well as its predecessor the Urban District Council. We will also be contributing some “fun facts” about the Council’s history and a list of all Wellington Town Councillors, including Mayors and Chairs.

We will create displays informing the public of who we are, what we do, and how our responsibilities are changing over the next two years. We will also be promoting our upcoming events and advertising our new newsletter.

Councillors, past and present, are invited to occupy the shop with our staff on a rota to engage with the public and talk about the role of a Town Councillor.

This would be a great opportunity to do a survey or consultation. If Councillors have any suggestions, they are welcomed.

Any further suggestions about what could be included in the shop should be sent to the Admin Assistant.

Civic Service, St. John’s Church – Sunday 14th April 2024

We have a total of 80 guests confirmed including current and former staff and Councillors. Please note that the deadline to RSVP is 15th March. A reminder will be sent out to all invitees on Thursday 7th March.

Light refreshments will be served after the church service in the Hall at the rear of St. John’s Church. The Committee to consider a maximum budget spend of £600 to cover the cost for setting the hall up to serve Light Refreshments including tea, coffee, fruit juice. To tidy up after. Quotation received from Jacqueline White £7.50 per head.

Archive Film

Somerset Film are working on putting together a cut of the 1996 film of Wellington narrated by Richard Fox. A reel of silent film clips will be assembled by the Admin Assistant to play on a loop at the Pop-Up Shop at the beginning of April.