

WALLINGFORD TOWN COUNCIL

MINUTES

of the

**Virtual TEAMS meeting of Tourism and Economic Development on 24th August 2020
at 7p.m**

PRESENT

The Mayor, Councillor Lee Upcraft
The Chairman, Councillor Hughes

Councillors Beauchamp, Dolton, Keats-Rohan and Sinkinson
Mrs Sue Ross of the Town Information Centre,
Mr Richard Prunier, Tourism Business and Community Manager

Responsible Finance Officer: Michelle Taylor
Senior Officer in Attendance, Mrs Barbara Atkins (Minute Taker)

***The meeting had to stop on several occasions due to the Chairman's poor internet
Connection.***

230. TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING

Councillor Hughes gave a brief overview of the protocol for the meeting.

231. APOLOGIES

Apologies were received from The Town Clerk, (on leave), Councillors Davies and Wilder were not present.

232. ADMISSION OF THE PUBLIC

There were no admissions of the public.

233. DECLARATION OF INTERESTS

A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders Code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of

conduct and his right to participate and vote on the matter (guidelines are available at the meeting and all Councillors have received a copy prior to the meeting) Information for each Member was available at the meeting.

The Chairman asked that Mr Prunier remove himself from the meeting when Agenda item 14 is discussed.

234. PUBLIC PARTICIPATION – (Total 15 Minutes)

There was no public participation.

235. VARIANCE OF ORDER OF BUSINESS

It was Proposed by Councillor Hughes, Seconded by Councillor Beauchamp and

RESOLVED: THAT the agenda item 14 - Tourism, Business & Community Development Manager Role be taken after agenda item 15 to allow Mr Prunier to leave the meeting.

236. MINUTES

It was Proposed by Councillor Hughes, Seconded by Councillor Dolton and

RESOLVED: THAT the Minutes of the Tourism and Economic Development Committee meeting held on the 8th June 2020 as set out on pages 27 - 32 of the Minute Book, copies distributed to Councillors, copy attached to the minute book be signed as a correct record.

237. THE TOWN INFORMATION CENTRE

Mrs Ross of the Town Information Centre's Report is attached and was sent out to Members prior to the meeting. Mrs Ross gave an overview and of day visitors, residents and visitors that had visited the centre following the reopening after Covid-19 lockdown. An overview of sales was also given. Members were very pleased with the encouraging report.

Councillor Hughes asked for an overview in how the information centre was handling the distribution of leaflets and Mrs Ross reported that visitors could see sample leaflets on the shelves and were asked to request a copy to take away. The display leaflets were sprayed with sanitizer at close of business each day.

Councillor Hughes thanked Mrs Ross for her report and attendance.

238. FILMING IN WALLINGFORD AND GENERAL UPDATE

- i) **Filming** - Richard Prunier updated members on his discussions with 2 TV companies looking to shoot in Wallingford, one of which will be taking place at the end of September/ beginning of October, a pilot production which will take place in the Castle Gardens and the Market Place. The fee has been agreed, they will bring their own Covid-19 Safety Advisor to ensure that safe distancing is maintained. The producers have asked for Wallingford Town Council to assist with advertising for local 'extra actors'.

The BBC are also interested in filming in Wallingford.

- ii) **Website** – The first stage is going well and Mr Prunier believes it is more user friendly however more images and video content is required. Stage 2 is next, Mr Prunier has negotiated that a third party may provide, if required, the ticketing system. Facebook, Instagram and Twitter have all been updated.
- iii) **Young Traders Market** – The market is being held on the 18th September 5.30pm to 8pm. It is the first one in the area to be held. The BBC wish to conduct interviews throughout the process.
- iv) **Signage** – The report has been completed on this and is ready to be presented at the next meeting if required.
- v) **Cholsey and Wallingford Railway Preservation Society** – Mr Prunier reported that he had been working with the Members of the Society regarding diversity and the new canopy. The Members are working on grant applications.

Members asked for clarification on:

- Young Traders Market – Will paperwork and in particular public liability insurance be in place for this event? Mr Prunier assured Members that this would all be place prior to trading. The young traders are being supported by the National Market Traders Federation (NMTF)
- Website – Could a webcam be used – Mr Prunier will ask the website provider
- Cholsey and Wallingford Railway Preservation Society – What are they doing? Broad grant applications to change porta cabins to buildings. Possible opening of railway for commuting but a third party will be required to run this. General improvements to the site

239. ALLOWING COFFEE CARTS OR SIMILAR TO OPERATE IN THE TOWN (BULLCROFT, KINECROFT, CASTLE GARDENS)

The Chairman, Councillor Nigel Hughes reported that tea and snacks had, prior to lockdown, been sold from Crowmarsh pavilion to the footballers and coffee carts had been suggested instead. Members discussed and stated that they needed a clear understanding as to whether the traders would be voluntary (football club who play in the Bull Croft) or commercial so that they had the correct legal documentation and would then be charged a fee. Members had very mixed views and in particular had concerns over whether commercial traders would have an impact on the independent traders in town.

Members concluded as follows:

Action: Allowing Coffee Carts in the Bull Croft to be discussed by the Trustees of the Bull Croft Trust Charity.

It was Proposed by Councillor Hughes, Seconded by The Mayor and

RESOLVED: THAT Mr Prunier looks into the appropriate licencing, guidelines and insurance that would be required by traders. That Mr Prunier prepares draft text regarding terms and conditions and what charges the Town Council would levy regarding commercial trading for coffee/ice cream carts. To look in detail how this possible competition might affect the local independent traders. In addition what, if any, impact would there be on litter in the potential trading areas.

240. USING THE CASTLE GARDENS FOR CULTURAL & ENTERTAINMENT EVENTS, IN ADDITION TO THE BAND CONCERTS

- (i) Open Air Cinema
- (ii) Open Air Shakespeare (The Oxford Shakespeare Company, The Handlebards)

The Mayor reported that he had been contacted by a cinema enthusiast who wanted to run an open air cinema in the Castle Gardens. Mr Prunier stated that he had asked the Town Clerk about the legalities for using the Gardens in this way to see if this would be possible and that he was comfortable that this could happen but would clarify again with the Town Clerk. Members discussed and most agreed that the Castle Gardens was an ideal site for not only the above but for literacy conventions, proms, historical promotions, etc. and the Mayor stated that the cinema enthusiast would be asked to work with Mr Prunier.

It was Proposed by The Mayor, Seconded by Councillor Hughes and

RESOLVED: THAT Wallingford Town Council support, in principle, the idea of the above events (i) and (ii) and other cultural and entertainment events in the Castle Gardens in 2021.

241. INFORMAL ARTWORK ON THE BRIDGE AND/OR RIVERSIDE

Councillor Hughes reported that Members had seen the proposed sample 'Art Work' which was moving on from the tower that had been suggested for the motte which the Town Council had been advised would not receive the necessary permission for its erection. Members discussed the possibility of installing informational 'Art Work' on the bridge &/or riverside.

Concerns were raised over the safety aspect of having the art work was on the bridge due to its narrow pavements and it was thought that the relevant permission would be denied. Other options were the Bull Croft Park, Queen's Arbour, Castle Meadows and riverside.

Councillors Dolton and Keats-Rohan reported that this proposal and project could help with their grant applications regarding historic assets. Councillor Keats-Rohan stated that historical accuracy for any of this project needed to be confirmed by TWHAS (The Wallingford Historical & Archaeological Society).

Following a discussion, it was agreed:

Action: The Chairman to collate Members suggestions for sites and what it is hoped will be achieved by erecting the art work in the suggested position. Following which Mr Prunier to work on the costings for the project. TWHAS to be consulted throughout the process for historical content and guidance.

2000 Hours – Here Councillor Sinkinson left the meeting

242. THE RIVER USERS SURVEY

Copy of the survey attached to minutes and sent out in advance to Members. Mr Prunier reported that the ex-Market Town Co-ordinator had started this work and that it had

been delayed due to Covid-19. Mr Prunier asked Members how they wished to proceed but also stated that he proposed a couple of updates to be included regarding the riverside moorings.

Members discussed and raised their concerns over handing out leaflets/surveys during Covid-19 and concluded as follows:

Action: Members to send via email any further suggestions to Mr Prunier. Mr Prunier to bring back the proposed updated version to the next meeting on the 5th October 2020.

243. MARKETING WALLINGFORD PROPOSAL

Members had received a copy of the marketing proposal and Councillor Beauchamp outlined how this had come about. Councillor Beauchamp also reported that others were already looking at how some of the actions within the proposal could be achieved and therefore there was some duplication. A local company was also working on a Wallingford Proposal and working with local businesses which was likely to be launched in the near future. The Town Clerk had advised the Mayor that the Town Council should not spend public money directly funding businesses and that they would need to be careful not to favour some traders over others.

Councillor Hughes mentioned the website at this point stating that we should move away from including businesses and focus on Town Council business. The Mayor stated the original website had included community organisations but had then been expanded to include a business directory. Council Dolton believed focus should be on the legal side of the Town Council's business but club/community content was good too. Mr Prunier asked for clear clarification on future website content.

Members concluded the discussion and it was Proposed by The Mayor, Seconded by Councillor Hughes and

RESOLVED THAT: with others working on similar proposals this was not an appropriate time to commit to a commercial proposal and the legal position was not clear. No action necessary.

Here Mr Prunier left the meeting

244. TOURISM, BUSINESS & COMMUNITY DEVELOPMENT MANAGER ROLE

The Mayor outlined that approximately 1 year ago the above role was agreed on a temporary voluntary basis for a year and Members needed to decide if there was a need for this role. Members agreed that Mr Prunier had achieved a fair amount particularly in the current climate and that staff and councillors could not fulfil this role. Members also believed that they needed to know what the local company's market proposals were (see minute 243 above). The Mayor believed that this was a full time role and Councillor Keats-Rohan believed that going forward the person would need to have an appreciation of heritage works and reported that the Town Clerk had also suggested that a Clerk of Works would be required to manage the repairs to the Heritage sites and had suggested that any role should be on a one year contract. Members were unsure if employment laws gave contractible employees any

protection and it was thought that following 4 years of temporary contracts the post became full time and following 2 years of contracts the employee would be entitled to redundancy.

Following a detailed discussion Members thought that they needed more clarification but a recommendation was required now. It was Proposed by Councillor Hughes, Seconded by The Mayor and

RECOMMENDED: THAT the role of Tourism, Business & Community Development Manager should be continued for a further 12 months, and that the job description should be re-evaluated and include a heritage aspect which would help to maximise tourism. The role would be a paid one and advertised via the normal channels.

245. FUTURE AGENDA ITEMS

Members to recommend items for future Agendas.

Market Administration

Signage

The Town Centre; widening the debate

Wallingford brochure

The River Users Survey

Meeting ended at 2040 Hours