

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL  
HELD AT Court Fields School Hall, Wellington TA21 8SW on Monday 10<sup>th</sup>  
January 2022 at 6.30pm**

**PRESENT:** Councillors M Lithgow (Chair), V Stock-Williams, A Govier, J Thorne, M S Pringle-Kosikowsky, N Powell-Brace, J Hunt (Joined at Item 4(a)), J Lloyd, M. Barr

David Farrow (Town Clerk)  
Annette Kirk (Deputy Clerk)  
Alice Kendall (Deputy RFO & Assistant Clerk)  
Rebecca Hunt (Admin Assistant)  
Denise Todd Planning Officer - Somerset West & Taunton District Council

Two members of the press in attendance.

Four members of the Public

**404. APOLOGIES**

Apologies were received and accepted from Councillors C Booth, M McGuffie and D Bradley

**405. DECLARATIONS OF INTEREST**

Councillor Pringle-Kosikowsky declared a personal interest in Agenda Item 4 (a) (Case ref: 43/21/0099) – used to live in the street.

Councillor Thorne declared personal interest in Agenda Item 5a (Case ref:46/21/0144/CQ) – Approached by someone in connection with the Applicant

Councillors M Lithgow, M Barr and J Lloyd declared a personal interest in Agenda Item 5a (Case ref: 46/21/0144/CQ) – had been approached and received correspondence regarding this application but did not reply.

Councillor Lithgow declared an interest as a member of Somerset West and Taunton Council's Planning Committee and therefore reserved the right to vote differently at SWT's Planning Committee meeting as different facts could be placed before him.

Councillors Lloyd, Stock-Williams and Govier declared an interest as substitute members for SWT's Planning Committee, reserving the right to vote differently if attending SWT's Planning Committee meeting should different facts be placed before them.

#### 406. PUBLIC PARTICIPATION

Five emails were received and circulated to Councillors prior to the meeting, from members of the public who all reside in or walk regularly through the Hamlet of Payton, Wellington. The member of the public also spoke to raise concerns regarding Case Ref: 43/21/0144/CQ

#### APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

- a) Case Ref: 43/21/0099 Proposal: Erection of a single storey extension to the rear of 42 Mitchell Street, Wellington

**RESOLVED** to Approve the application as recommended by the Planning Officer's report.

#### 407. TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET WEST AND TAUNTON COUNCIL OR SOMERSET COUNTY COUNCIL:

- a) Case Ref: 43/21/0144/CQ Proposal: Prior approval for proposed change of use from agricultural buildings into 5 No. dwelling houses (Class C3) and associated building operations at Henley Farm, Harpford Farm Lane, Payton, Wellington

**RECOMMENDED** that this application be Refused. After considering comments received from members of the public, the Council would like the following comments investigated further to confirm whether the application qualifies as a development under Class Q legislation.

- Was the barns installed and in use prior to 20<sup>th</sup> March 2013
- To convert the two existing steel framed barns will involve extensive rebuilding which goes well beyond what could reasonably be described as a conversion. To support our concerns we refer to case law on this point - *Hibbitt v. SSCLG [2016] EWHC 2853 (Admin)*. The Applicant in Hibbitt sought to convert a steel-framed agricultural barn which was largely open on three sides to residential use (as with this case). The Applicant had demonstrated that the barn was structurally strong enough to support the loading which would come from the external works necessary to provide for residential use (and thus complied with the relevant NPPG guidance on this point). In the Hibbitt case, the Court upheld the Inspector's view that, notwithstanding compliance with the NPPG guidance, the proposed redevelopment works (including in particular the construction of external walls) were "**so extensive as to comprise rebuilding**" so as not to be works of "conversion" and thus fall outside the permitted development right." In this case, the works went a very long way beyond what might be described as a conversion. The development was in all practical terms starting afresh, with only a modest amount of help from the original agricultural building.

The High Court judge stated: the planning inspector's decision "simply confirms this well understood principle...it is over-optimistic to expect that a building comprising a light steel frame supporting a corrugated

iron roof, which is largely open to the elements on three sides (except for limited cladding up to a few feet from the ground in some cases) is capable of being converted to residential use without building operations that would be so extensive as to go well beyond the scope of the operations permitted by Class Q, and would amount either to substantial rebuilding of the pre-existing structure or, in effect, the creation of a new building”.

The Henley Farm planning application relates to two existing structures being steel-framed, open sided agricultural barns: directly comparable to the facts of the Hibbitt case. Although the Henley Farm barns may be structurally quite strong, much work would be required to make these agricultural barns into a dwelling(s), again directly comparable with the Hibbitt case.

- Within the last 6 months extensive works have been carried out to the barns and curtilage. Prior to this the barns were largely open to the elements except for limited cladding and low level blockwork
- No highway statement on the planning portal – concerns were raised over the access which was created in December 2021 by bulldozing 10 metres of mature protected hedgerow and is now the subject on Enforcement Notice ref: E/0233/43/21 for the alleged unauthorised new access onto a Highway
- Concerns were raised over increased level of traffic through the narrow lanes, as the proposal shows 10 parking spaces and no allowance for visiting vehicles. Highways recommended refusal on two occasions due to the unsuitability of the access – reference to previous application 43/21/0020.

**408. SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2021 PLANNING DECISIONS FOR INFORMATION ONLY:**

<b>Application Number</b>	<b>Proposal</b>	<b>Address</b>	<b>WTC Recommendation</b>	<b>SWT Decision</b>
43/21/0041	Erection of a first floor extension to the side of the dwelling, single storey extension to the rear and side of the garage and conversion of garage into ancillary accommodation at	32 Prices Avenue, Wellington	Refusal	Refused
43/21/0093	Conversion of loft into ancillary accommodation with the insertion of front and rear dormers and erection of a single storey extension to the side with conversion of garage at	8 Millstream Gardens, Tonedale, Wellington	Refusal	Refused
43/21/0118/T	Application to carry out management works to one Beech tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1997 at	14 Pyles Thorne Road, Wellington (TD670)	Approval	Approved
43/21/0120/HHN	Erection of single storey rear extension at	5 Thomas Place, Wellington		No Objection
43/21/0127/T	Application to fell one Beech tree and one Pine tree (dead) included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 1977 at	Chimes, Pyles Thorne, Wellington (TD124)		Withdrawn
43/21/0129/NMA	Application for a non-material amendment to application 43/18/0097 for revisions to the soft and hard landscaping at	3 Cornhill, Wellington		Approved
43/21/0092	Application for the approval of reserved matters following outline application 43/06/0016 for the access, appearance, landscaping, layout and scale for the erection of an industrial building (Use Class B8) with	land within Westpark 26, Chelston, Wellington		Approved

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	associated yard and external works on			
43/21/0128	Erection of a single storey extension to the main building at	The Mount Veterinary Hospital, Taunton Road, Wellington	Approved	Approved

**Councillor Thorne asked if the Council had yet been formally notified of the outcome of the Elworthy Drive appeal. The Clerk advised that he would look in to this**

**The meeting ended at 6.55pm**

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**Councillor Mark Lithgow**  
**Mayor**



**WELLINGTON TOWN COUNCIL MINUTES 10 JANUARY 2022****MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT COURT FIELDS SCHOOL HALL, WELLINGTON TA21 8SW ON MONDAY 10 JANUARY 2021 AT 7.00 PM**

**PRESENT:** Councillor M Lithgow (Mayor),  
Councillors M Barr C Booth, A Govier, J Hunt, J Lloyd, N Powell-Brace, S Pringle-Kosikowsky, V Stock-Williams, J Thorne

David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Deputy RFO & Assistant Clerk), Rebecca Hunt (Administration Assistant)

Two members of the press were in attendance and one member of the public

**409 WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting.

**410 APOLOGIES**

Apologies were received and accepted from Councillors McGuffie and Bradley.

Councillors R Henley and W Battishill were absent.

**411 DECLARATIONS OF INTEREST**

Councillors Barr, Booth, Govier, Lithgow Lloyd and Stock-Williams declared personal interests as members of Somerset West and Taunton Council.

Councillors Govier, Hunt and Thorne declared personal interests as members of Somerset County Council.

Item 11 – Councillor Barr declared a personal interest as was formerly enlisted in the Rifles and Councillor Pringle-Kosikowsky declared a personal interest as he is the manager of the Museum of Somerset and the Somerset Military Museum.

**412 MINUTES**

**RESOLVED** to approve and formally adopt the minutes of the Planning and Full Council meetings held on 6 December 2021.

**413 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

A member of the public addressed the Council in support of item 11 due to the history between the town of Wellington and the British Army Regiment The Rifles.

**414 REPORT FROM THE MAYOR**

The Mayor had circulated details of his engagements prior to the meeting. Councillor Llyod requested that this report be circulated 24 hours before the meeting and the Mayor agreed to consider this .

**415 CLERK'S REPORT**

The Clerk's report had been circulated with the agenda and was noted. Councillors Barr and Thorne expressed concern at the quality of cleaning being carried out at Longforth Road public conveniences and asked if the Council was paying for two cleans a day. The Clerk confirmed that ID Verde were being paid for two cleans unless he was made aware that cleaning was not taking place. He also advised that he had met with the ID Verde manager that morning and raised the ongoing concerns. A specification was being drawn up which would set out the standards required including timing of cleans

In response to a point raised by Councillor Thorne relating to the Station update it was **RESOLVED** that the Clerk should ask to have sight of the revised Governance arrangements being developed to enable the Town Council to comment prior to finalising and also to ask that the Town Council is represented on officer level working groups.

Councillor Thorne congratulated the Town Clerk on gaining the Certificate in Local Council Administration.

**416 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM**

Sergeant Bishop's report had been circulated in advance of the meeting and was also delivered by the Sergeant. The Mayor congratulated the Wellington Policing Team on all the positive work they did with children and young people which was reflected in the low rate of ASB in the town. Councillors Hunt and Thorne asked Sergeant Bishop about cyclists without lights or with LED lights that dazzle drivers. Sergeant Bishop conferred that his team would continue to work with local cyclists.

**417 PRECEPT FOR 2022/2023**

The report setting out the basis on which the Precept should be set had been circulated with the agenda. It was **RESOLVED** that the Precept should be set at £413,677, being the shortfall between anticipated income and expenditure in the 2022/23 budget agreed at the December meeting, with the Band D cost being £76.95 pa.

**418 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)**

An email relating to this item had previously been circulated to Councillors. It was **RESOLVED** that the Council should participate in Phase 2 of the rollout of LCWIPs in Somerset with the £3,000 contribution being drawn from the Climate Change Strategy budget.

**419 GRANT BRITISH ARMY REGIMENT THE RIFLES THE FREEDOM OF THE TOWN**

The report setting out the proposal had been circulated with the agenda. It was **RESOLVED** that

(a) the Town Council grant The Freedom of Wellington to The Rifles on a future date and time to be agreed.

(b) the Town Council form a working party to liaise with representatives of The Rifles on the detail of how and when the honour can be bestowed.



**WELLINGTON TOWN COUNCIL MINUTES 10 JANUARY 2022**

(c) the working party shall report to the Policy and Resources Committee when such details have been finalised, for the plans to be considered before being put to the Town Council for determination.

(d) the Town Council delegates the composition of the working party to the Town Clerk.

(e) the financial implications of the working party's approved proposals be met from the Promotion of Wellington budget.

**420 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

It was **RESOLVED** to exclude members of the press and public for agenda item 13 in accordance with Public Bodies (Admission to Meetings) Act 1960 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

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**Councillor Mark Lithgow**  
**Mayor**



## WELLINGTON EXTRAORDINARY TOWN COUNCIL MINUTES 26 JANUARY 2022

**MINUTES OF THE EXTRAORDINARY MEETING OF WELLINGTON TOWN COUNCIL HELD AT WELLINGTON COMMUNITY CENTRE WHITE HART LANE TA21 8HN ON WEDNESDAY 26 JANUARY 2021 AT 7.00 PM**

**PRESENT:** Councillor M Lithgow (Mayor),  
Councillors M Barr C Booth, A Govier, J Hunt, M McGuffie, S Pringle-Kosikowsky, V Stock-Williams, J Thorne

David Farrow (Town Clerk)

Two members of the public were in attendance and one member of the press.

**444 WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting.

**445 APOLOGIES**

Apologies were received and accepted from Councillors Lloyd and Bradley.

Councillors W Battishill, R Henley and N Powell-Brace were absent.

**446 DECLARATIONS OF INTEREST**

Councillors Barr, Booth, Govier, Lithgow and Stock-Williams declared personal interests as members of Somerset West and Taunton Council.

Councillors Govier, Hunt and Thorne declared personal interests as members of Somerset County Council.

Item 5 – Councillor Pringle-Kosikowsky declared a personal interest as his daughter attends Court Fields School and Councillor Govier declared a personal interest as a supporter of both the football and rugby clubs.

**447 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

A member of the public addressed the Council in support of item 6.

**448 TO CONSIDER A PROPOSAL TO USE COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDS TO SUPPORT THE DEVELOPMENT OF PLAYING PITCHES IN THE TOWN**

A report had been circulated with the agenda. It was **RESOLVED**

(a) the Town Council agrees to use its CIL budget to enable the aspirations of all sports clubs that have submitted bids for Section 106 funding to be met and that

**WELLINGTON EXTRAORDINARY TOWN COUNCIL MINUTES 26 JANUARY 2022**

(b) that the CIL funding to meet the full cost of the £150,000 requested by Court Fields School as a contribution to it's 3G Pitch project on the basis that the funding is needed in November/December 2022 with the remaining S106 funding being used to support the football club developments at Longforth Farm and the rugby club developments on its Beech Grove Pitch.

The Town Clerk was asked to continue discussions with the Rugby club in relation bringing the footpath between the Recreation Ground and the nature reserve back in to public ownership.

**449 TO CONSIDER A PROPOSAL FOR THE PURCHASE OF LAND**

A report had been circulated with the agenda. It was **RESOLVED** that the Town Council

(a) welcomes the proposal by SWT to buy the areas of land detailed in Appendix A to the report:

(b) offer financial support towards the purchase of the land and commence discussions with SWT in relation to the future control and ownership of relevant parcels of the land recognising the many benefits of the Town Council having a core role in having oversight of the land. This may include both future lease and purchase options.

(c) if SWT is unable to implement its proposal the Town Council will seek the approval of the Secretary of State for Levelling Up Housing and Communities to apply for a PWLB loan for the purpose of purchasing land.

(d) that, as part of the process in (c) above the Council commence a period of public consultation to last for one month as required by the process.

**450 TO CONSIDER A PROPOSAL FOR THE TOWN COUNCIL TO APPLY TO THE PUBLIC WORKS LOAN BOARD FOR A LOAN TO CONTRIBUTE TO THE COST OF THE REPLACEMENT OF THE LONGFORTH ROAD TOILET BLOCK**

It was **RESOLVED** to defer a decision on this item considering information received prior to the meeting that CIL funding that had been due to be received over the next 3 years would now be being paid in full in April. It was agreed that the new Council being formed in May should review the priorities for CIL spending in light of this change.

There being no other business the meeting closed at 7.40pm.

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**Councillor Mark Lithgow**  
**Mayor**



## **REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 7 FEBRUARY 2022**

### **1. Risk Reporting**

The Clerk is pleased to report that there have been no incidents, accidents or near misses in the previous month.

### **2. IT and Comms IT**

The Council's IT systems continue to work well.

#### **2.1 Website/Facebook**

These continue to be managed in house by the Deputy and Assistant Clerk and Administrative Apprentice. We have now opened new Twitter and Instagram accounts and will be using them alongside Facebook to promote our work.

#### **2.2 Communications**

Staff continue to issue a range of press releases as required.

### **3. Office and Public Services**

Council offices have continued to be open between 9.00 – 14.00 and the phone system until 17.00.

The CAB office and Museum remain closed. We understand that CAB intend to reopen but no date has been given and repairs are needed to the window to address water ingress before they can re-open.

### **4. Longforth Road Public Conveniences**

Twice daily cleans are being undertaken by ID Verde. Following concerns raised about the cleaning regime of the toilets, systems have been put in place to monitor the arrangements more closely. Where it is apparent that twice daily cleaning is not taking place, this has been raised with ID Verde. More formal contract arrangements are being drawn up to manage the current arrangements given recent concerns. This is subject to a separate agenda item at this meeting.

### **5. Community Warden Service**

The Community Warden Service continues to operate over 21 hours per week. Contact has been made with ID Verde and SWT re increasing the amount of street cleaning capacity and a meeting is being arranged in January to discuss this.

### **6. Council Work Plan/Actions taken**

A copy of the Council Work Plan is attached to this report for information. This has been updated with actions taken since the last meeting. It is still a developing model of working which will evolve over time.

## 7. Christmas Lights Cost

At the last meeting I undertook to come back to the Council with the costs associated with the installation etc of the Christmas tree and lights for 2021 and to compare them with previous years costs. I have focused on the core costs associated with the lights and the tree. Other costs can be seen in the Councils budget report.

### Christmas Lights Cost

Item	2021	2020	2019	2018	2017
Light Hire	7477.33	7477.33	5009.41	5009.41	5,009.41
Transport	900	900	-	-	-
Install/Remove Tree	649	-	-	-	-
Install/Remove Lights	6876.50	6126.50	-	-	-
SWT Invoice*	-		27,748.38	No invoice received	20,069.83
Light Fitting Check	-	490	-	-	-
Total	£15,902	14,993	27,748.21	5009.41	25,079.24

\*no breakdown of invoices received/on record. Assumed to include transport, installation and removal of tree and installation and removal of lights and possibly some elements for the switch on event.

## 9 Local Government Review (LGR) and Local Community Networks (LCNs)

It had been the intention to have an item on this evening's agenda to receive a presentation about the progress of LGR and the development of LCNs. The Implementation Project Team has asked that due to capacity issues they would prefer to meet with groups of town and parish councils rather than individually. I have asked them for suggested dates and when I have them, I will set up a briefing session for us and surrounding parishes.

## 10 Town Council Elections

These will take place on the 5 May and as reported at the last meeting the Pre-Election Period will commence on the 21 March 2022. Attached to this report is guidance on publicity in the pre-election period issued by SWT Council. The April Council meeting will only be able to make business decisions as opposed to any policy decisions

## 11. Letter to Lloyds Bank

Following the December Council meeting I wrote as requested to the CEO of Lloyds Bank and copied in the local Branch Manager – to date no reply has been received. A copy is available from the Town Clerk on request.

## 13. Council Chamber

I am pleased to be able to report that as of the 1 February we are now able to open the windows in the Council Chamber allowing it to be ventilated.

## 12. Monthly Bank Reconciliation

Attached as appendix A. It should be noted that the current bank reconciliation shows a lower amount of cash at bank with a large amount of unrepresented receipts. This is due to the opening funds for two new bank accounts (The Cambridge Building Society and Cambridge and Counties) having cleared the current account but the opening statements from the new accounts to confirm balances are still awaited. This should work through the system in due course.

### **13. Meetings/Events in February**

3 February – Local Government Reorganisation Advisory Board 15:30 via Teams - contact Town Clerk for joining details

10 February – Environment and Open Spaces Committee – 18:30 venue tbc

17 February - LCWIP Training Session – Town Clerk and Administrative Assistant 10:00

17 February – Policy and Resources Committee 18:30 Wellington Community Centre (maybe subject to change given next item)

17 February – LGR Virtual Conference 17:00 joining details to follow.

21 February – Allotments Committee 18:00 URC Church Hall.

22 February – 18:00 Platinum Jubilee Working Group – Zoom.

Please note that the Town Clerk is on holiday 18 – 25 February

Dave Farrow

Town Clerk

1 February 2022

## **Guidelines to publicity in run up to Somerset Council, Town and Parish elections on Thursday, May 5 – advice to staff/members**

During local government elections, there is a period described as a ‘period of heightened sensitivity’ (formerly referred to as purdah). For the forthcoming elections, this will be from Monday, 21 March 2022 until Thursday, 5 May 2022. During this time, the main focus is on the publicity that certain actions or decisions may create. It certainly does not mean that all council activity grinds to a halt, that committee decisions cannot be made, nor non-contentious consultations launched.

Communications from Somerset West and Taunton Council, Mendip District Council, Sedgemoor District Council, South Somerset District Council and Somerset County Council - as a Local Returning Officer roles - are subject to The Code of Recommended Practice on Local Authority Publicity (“the Publicity Code”).

The ‘election period of heightened sensitivity’ period is really directed at the Councils - the organisations and their staff. The main point is that the organisation or its officers should not be seen to be promoting an individual candidate for the election, especially if they are a current member of any authority, a dual- or triple- hatted member of any authority, with real or perceived links to that authority.

Elected Members, who are currently members and seeking election to Somerset Council can continue to express their own views to the press and are at liberty to organise any proactive publicity themselves, **but not** utilising any resources of the council; the auspices of the press offices, photographs that the authorities have paid for or taken.

It is wise for officers to be particularly mindful of any potential publicity before an election. While it is not true that each council can’t issue any publicity just before an election, we need to be cautious because the law makes it clear that **the timing of publicity** is an important factor.

The important detail is that no publicity from any Council at this particularly sensitive time should appear to support a particular candidate or even to support a single specific viewpoint as advocated by a particular candidate.

Should there be individual publicity material produced for any of the candidates, then this would not be distributed by the press offices of the councils, as it could be seen as an endorsement of that candidate.

Any publicity should not be perceived as seeking to influence public opinion or promote the public image of a particular candidate or group of candidates.

Publicity is defined as ‘any communication, in whatever form, addressed to the public at large or to a section of the public’.

Examples are:

- newspapers articles
- photographs in local press
- newsletters
- social media platforms, such as Facebook/Twitter etc
- web site
- posters
- leaflets
- booklets
- advertising
- campaigns



- exhibitions
- conferences
- committee reports
- and any other kind of public communication can be defined as publicity.

### **What can members do?**

Members are, of course, free to comment on any issue that they get asked about directly (i.e. if the press contact members directly) but they should make it clear that it is their own personal or political view, and not the view of any authority.

Members should be reminded that any photographs taken by any authority should not be used in election materials.

The restrictions on political publicity are contained in section 2 of the Local Government Act 1986, as amended by section 27 of the Local Government Act 1988.

**The main point to bear in mind is that a local authority shall not publish any material that, in whole or in part, appears to be designed to affect support for a candidate or political party.**

If in doubt, please contact:

Amy Tregellas, Monitoring Officer

[A.Tregellas@somersetwestandtaunton.gov.uk](mailto:A.Tregellas@somersetwestandtaunton.gov.uk)

Kevin Williams, Deputy Monitoring Officer [K.Williams@somersetwestandtaunton.gov.uk](mailto:K.Williams@somersetwestandtaunton.gov.uk)

**January 2022**



Wellington Town Council

Prepared by: Alice Kendall - Deputy RFO

Date: 31/01/22

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/01/2022</b>		
	Cash in Hand 01/04/2021		605,816.42
	<b>ADD</b>		
	Receipts 01/04/2021 - 31/01/2022		589,817.01
			1,195,633.43
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 31/01/2022		291,387.15
<b>A</b>	<b>Cash in Hand 31/01/2022</b> (per Cash Book)		<b>904,246.28</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2022	15.94
	Nationwide 01343556	31/01/2022	0.00
	Cambridge & Counties	31/01/2022	0.00
	The Cambridge Building Society Cl	31/01/2022	0.00
	Lloyds Treasurers PC 87331468	31/01/2022	118.19
	Lloyds Treasury Deposit	31/01/2022	0.00
	Lloyds Deposit Account 07788306	31/01/2022	256,524.84
	Lloyds Current Account 2195145	31/01/2022	213,321.44
			<b>469,980.41</b>
	Less unrepresented payments		15,734.13
			454,246.28
	Plus unrepresented receipts		450,000.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>904,246.28</b>
	<b>A = B Checks out OK</b>		



WELLINGTON TOWN COUNCIL WORK PLAN 2021/22

Strategic Activities

Aim	Objective	Actions	Lead Officer	Current Status	Action Proposed/Progress Since Last Review	Budget (where identified)
<b>S1 Committee: Policy and Resources</b>						
S1.1 To develop a Town Council Vision/Plan	To provide structure to planning and reporting activities and to guide the work and priorities of the Town Council	To develop a draft Action Plan that gathers all current projects/priorities in one place To develop an overarching vision statement for the Council. To review previous plans/priorities to determine what is relevant To carry out consultation with the public about future priorities.	DF		1/2 Town Clerk presented draft Policy and Resources Committee at January meeting. Being further developed through Pop Up Shhop consultation	
S1.2 To prepare for implementation of LGR	To begin to prepare for the new unitary authority - determine what activities/resources/assets should be transferred to the Town Council – linked to 1 above	Review SWT and SCC assets in Wellington from the respective asset registers and carry out initial assessment of likelihood/desirability of transfer. Review assets against priorities to assess how WTC might add value. Begin discussion with SWT and SCC re principles of transfer	DF		16/9 List of SCC/SWT assets extracted from respective Asset Registers on website - initial comments shared with P and R Committee via email	£2,500
S1.3 To develop an Engagement Strategy including PR/Comms/Social Media	To improve and formalise the Council's engagement process with the community to inform policy/decision making	Review current approaches to engagement Establish social media presence beyond Facebook i.e. Instagram/Twitter Increase use of regular press releases to promote work/decisions of the Council Establish online library of press cuttings relating to Council work	DF		Instagram and Twitter accounts now in place and being used Town Clerk to develop proposals for wider engagement strategy for consideration for January P and R Committee	
S1.4 To review the Council's Scheme of Delegation	To ensure that it supports efficient implementation of Council decisions.	Review spending limits for Clerk/Committees to determine if further streamlining of decisions is possible/desirable Draft recommendations for change for consideration by Committee	AK/DF		1/2 Scheme of delegation to be developed when new council in place	
S 1.5 To review Council Policies and Procedures	To ensure that all necessary policies and procedures and terms of reference are in place, up to date and reviewed in accordance with statutory/policy requirements	Review policies/terms of references (TOR) /procedures against statutory requirements to see if any gaps - where gaps exist draft new ones for consideration and approval Review existing policies/TOR to establish review dates and where necessary carry out reviews	All		1/2 Policy and Resources considered current status at January meeting - agreed to priorities GDPR related priorities prior to election	
<b>S2 Committee: EOS</b>						
S2.1 To develop and begin to deliver a strategy for the Town to seek to become carbon neutral by 2030	Develop Environmental Strategy for the Town detailing how the Town Council will seek to reduce its carbon footprint and also setting out how the Council will work with residents and businesses to address carbon neutrality in the town	Gather data to support establishing base line for assessment of impact of actions Explore examples of best practice to see what can be drawn down to inform the Council's strategy Liaise with SWT and SCC Climate change teams to determine what support is available, review their action plans and how they apply to Wellington Review budget for 2022/23 to increase it to enable work to be done to develop strategy and to fund initiatives. Plan public consultation to inform priorities	DF		1/2 Chair of EOS has developed draft strategy for discussion at Jan EOS meeting	£40,000
<b>S3 Committee: Finance</b>						

Key



S3.1 To develop a plan for how CIL income over the next 4 years can support the delivery of the Councils priorities	To ensure that the Council has a clear plan for the use of CIL funds	Identify CIL income for next 4 years. Look at Council priorities over that time and consider how CIL could be used to support their delivery Provide proposal for consideration by Committee/council	AK/DF		1/2 SWT advised of change of CIL payment structure in Jan 2022 with £375k being paid to WTC in April 2022 rather than over next 3 years. Strategy to be developed by new council post May	£585,374
S3.2 To review and realign budget structures	To review budget structures in context of implementation of new online accounting system	Line by line review of budget required to ensure proper structure in place Submit proposals for Council approval	AK/DF		Completed	

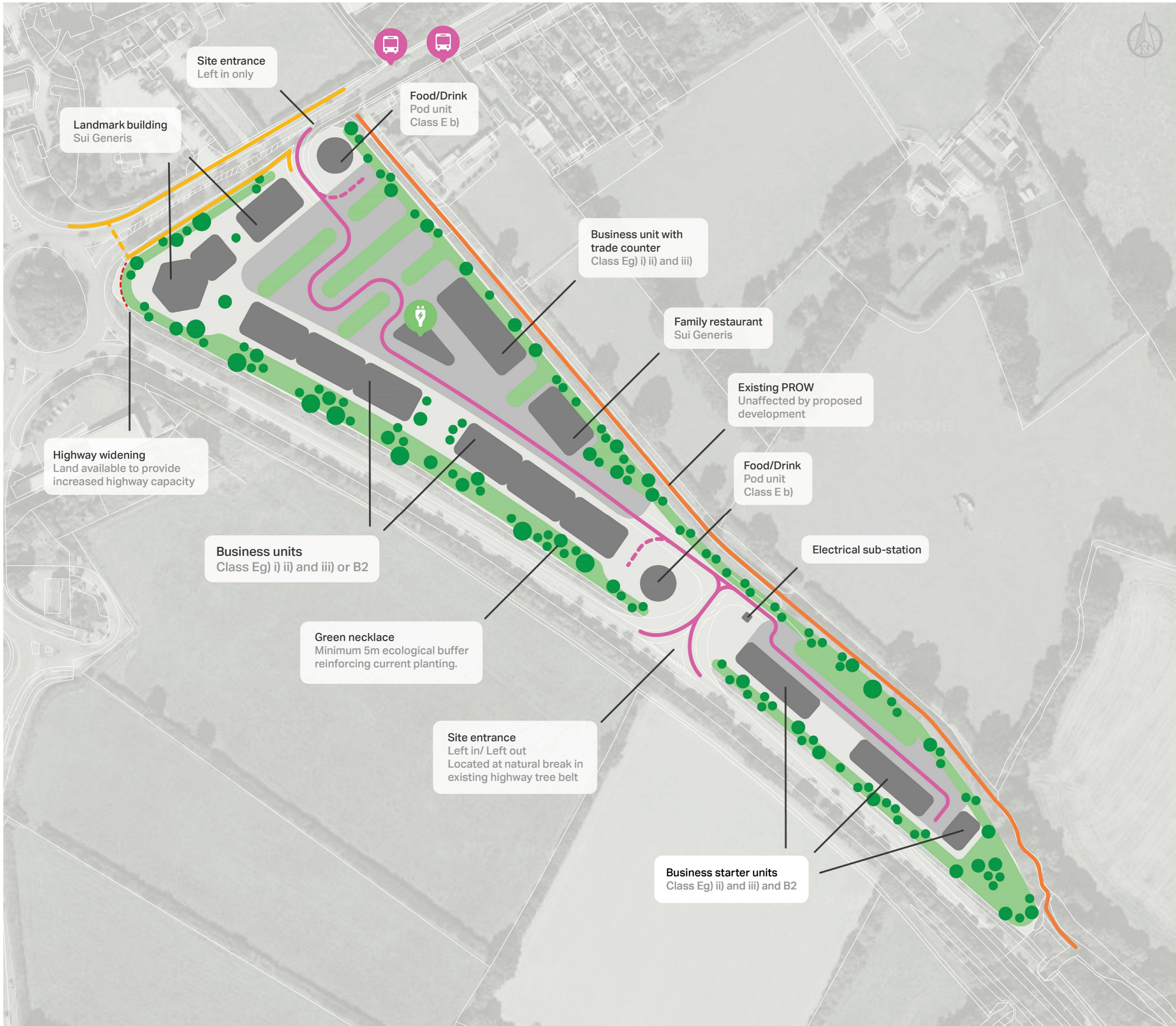
#### Operational Activities







Aim	Objective		Lead Officer/Councillor	Actions (reference other plans if available)	Action Proposed/Progress Since Last Review	
<b>Committee: Town Centre</b>						
TC 1. To utilise the SWT Return to High Street/Welcome Back Fund Project, SCC Town Funding project and Emergency High Street Fund to secure improvements to the Town Centre.	See separate Action Plans developed through the Town Centre Committee	See separate Action Plans	NK		See reports to the Town Centre Committee	
TC 3. To deliver a Town centre Shared Workspace	To have a space in town that can be utilised by people wishing to have access to office type facilities but working from home or are mobile workers.	Establish if demand Identify suitable premises Determine what funding would be required to deliver the working space Determine what funding might be available to support the development.	DF/ NK		16/9 Kings Arms identified as potential site in partnership with Falcon Housing. Further discussion to be held. 1/2 discussions on going - floor plans received for consideration	
TC 4. To make arrangements for the Christmas Fair/Lights Switch On on the 27 November 2021	To deliver an event on the 27 November 2021	See separate work plan	AK		Completed although adverse weather meant that the event had to be cancelled.	
TC 5 To plan arrangements for the Queens Platinum Jubilee Celebrations in June 2022	To coordinate events in the town for the celebration of the Queen's Platinum Jubilee	Establish working group to support the delivery identify activities that maybe taking place around the town Establish budget line in 2022/23 budget Develop project Plan to deliver the events			1/2 Working group in place and meeting. Initial plans drafted. Being considered at Feb Council meeting	£25,000
TC 5 To develop arrangements for Granting Freedom of the Town to The Rifles Regiment	To develop series of events to mark the occasion	Establish Working Group to have oversight of plans	DF		1/2 Working Group identified - first meeting to take place in Feb	
<b>Committee: P and R</b>						
PR1 To refurbish the Longforth Toilet Block	To refurbish the toilet block to deliver 3 cubicles and a Changing Place Facility	Commission design of new layout Estimate costs of refurb and demolish/rebuild Establish budget line for work in 2022/23 budget When design approved go out to tender for work.	DF/NK		1/2 Change in CIL payment structure led to re consideration of funding structure and plans for work. To be taken forward post election	£10,000
PR2. To re organise existing office space in 28-30 Fore Street	Following the acquisition of the Housing Office re organise office space and acquire good quality office equipment	Agree with SWT what equipment/furniture will be left Agree date WTC can move in Review lease arrangements ensuring that gas/electricity costs are properly apportioned	All			

PR3. To explore the option of taking over all office space in 28-30 Fore Street to accommodate additional staffing requirements arising from LGO	To consider whether to acquire the property either through purchasing directly or an asset transfer as part of the implementation of the new local government structure.	Commission valuation of property and condition survey Commence discussion in relation to potential asset transfer under LGR	NK/DF		Review quotes for condition survey/remodelling. Consider case for Asset transfer rather than purchase	
PR4. To begin work to deliver the Cades Farm Community Hall in line with the Cades Farm S106 Agreement	To establish and work with a residents' management group to run the process of delivering a Community Hall on Cades Farm	Establish residents management group Commission support from Community Council for Somerset Carry out survey re potential use to inform design Establish budgetline to support work in 2021/22 budget to carry through to 2022/23. Develop project plan for delivery	DF		CCS provided draft consultation proposal - final version being worked on	£7,000
PR5. To update the Council's ICT/Phone Systems	To upgrade IT and phone systems to modernise them and make them fit for purpose in preparation for LGO	Get quotes for installing new webbased phone system Seek approval from Council to purchase Install new Broadband line Install phone system Purchase double screens for all staff and upgrade Microsoft Office package to 365 Move file storage to OneDrive	AK/DF		16/9 Phone system installed and staff working on Office 365. Ongoing work needed re transfer of archived emails etc and moving councillors to 365 and Wellington Town Council emails	
PR6. To work with the Post Office Ltd to re-open a Post Office in Wellington Town Centre	To re-establish a post office in Wellington	Identify potential sites for PO Liaise with PO Ltd re options for delivery	DF		Continue to look for potential location - Community Office? Link with shared working space project?	
PR7. To develop a Citizenship Award	To recognise significant contributions to the life of the Town	Draw best practice examples together and develop proposal for Council approval to implement Summer 2022	DF		Town Clerk to develop proposal	
PR8. To re-establish the Civic Award and develop the concept of a Children's Parliament	For all primary schools in the town to be engaged with the Civic Award and a Children's Parliament competition	Promote Civic Award to schools Develop proposal for Children's Parliament Competition for agreement by Council Promote Children's Parliament with schools - to be held June 2022	AK/DF		1/2 All schools signed up - meeting being arranged to discuss and develop concept	
PR11. To make recommendations to SWT re the use of the Playing pitch S106 funding from Cades and the S106 land on Longforth Farm in the context of a revised playing pitch strategy.	To support sports clubs in the town and Court Fields School to enable them to deliver on significant sporting infrastructure developments	Review S106 Expressions of interest and submit recommendations to SWT	DF		1/2 Council agreed in January to fund £150k to contribute to Court Fields project. SWT to fund rugby and football club developments through S106	
PR12. To support the delivery of the new Railway Station and Associated Development -	(i) To work with strategic partners to support the delivery of a new train station for the town and (ii) work with developers in relation to the development of the surrounding area to ensure that the needs of the town are understood and met	To maintain links with the project through Councilor representation on the Metro Group and Clerk contact with Project Officer To liaise with the developer re the Longforth Masterplan To ensure WTC input to the Masterplan and ensure that appropriate cycle/footpath links from the town to the station are considered	DF		16/9 Awaiting details of Longforth Master Plan from SWT - intention is to invite developer to November Council meeting or separate briefing around that time to discuss.  25/11 update - Sarah Povall will be attending January meeting of Council to update on project	£150,000
PR13. To instate a War Memorial Centenary Plaque -	To design and arrange for installation of a plaque to commemorate the centenary of the unveiling of the war memorial. To arrange a ceremony on Armed Forces Day	Agree wording for plaque Commission plaque and installation Plan event	DF		COMPLETED	

PR14 To plan and deliver Remembrance Day/Remembrance Sunday Events and Armed Forces Day	To plan and deliver events.	See separate project plan for Remembrance events Liaise with RBL/40 Commando/Wellington Cadets/Wellington School re Armed Forces Day event for 2022			Remembrance events completed - planning for next years Armed Forces Day will commence in the new year 1/2 contact made with the Rifles and 40 Commando re involvement	
<b>Committee: EOS</b>						
EOS1.To work with partners to deliver The Green Corridor project	To look at bringing into public ownership Crown Estate Land primarily situated around The Basins and surrounding areas either directly through the Town Council or as part of a wider project relating to a Green Corridor/Levelling Up Bid linked to the Mill etc	Work with partners to establish alternative funding for purchase of land if bid unsuccessful Be part of the Green Corridor Working Group Work with Community farm to support the delivery of the project Review position in relation to Crown Estate Land in light of Green Corridor work	DF		1/2 SWT now able to buy land - discussions commencing re future management/lease arrangements	
EOS2. To effect the transfer of the Dormouse Wood land to WTC	To liaise with CG Fry re the transfer of ownership and then work with interested groups over management/care of site and potential use e.g. scouts	Confirm WTC position that it wishes to accept the land transfer Continue to liaise with CG Fry to effect transfer Liaise with TTW re management arrangements post transfer	DF		20/9 Advised by CG Fry that transfer delayed as need to consider how land could be used as phosphate mitigation. No issue with principle of transfer just timing	
EOS4. To deliver sustainable transport improvements in the town through the development of a Local Cycling and Walking Infrastructure Plan (LCWIP)	To look to improve cycle and walking routes through the town and link in with the proposed Wellington – Taunton Cycle Route	To work with SCC/SWT and others to deliver a LCWIP	DF		1/2 Council now signed up to programme - work starts late Feb 2022	
EOS5. To redesign and rebuild the Tonedale Play Area	To have a modern, accessible play area	Draft design for new play area equipment Seek views of local residents Go out to tender for delivery	AK/DF		Initial plan received considered by EOS Committee at October meeting - proposal to get further plans	CIL
<b>Committee: Finance</b>						
F1. To address actions identified through the findings of the Internal Audit	To have finance and risk management systems that are fit for purpose	Actions as set out in Audit Report	AK/DF		16/9 Actions reported back to September Finance Committee and Council. Note re review of councillors allowances	
F2. To review Asset Register and begin to utilise Parish Online	To have an up to date and accurate digital record of the Council's assets which can be further developed.	Review current asset register, take photographs and upload to Parish online	AK		16/9 Asset Register utilising Parish Online approved subject to certain additions identified by Councillors at September Finance Committee and Council meetings - Completed	
F3. To review cash balances and either earmark for activities or spread balances in accordance with new policy	To address finding of Internal audit and protect the Council's financial position	Identify alternative bank accounts for holding reserves for approval by Council	AK/DF		16/9 Treasury Policy approved at September Finance Committee and Council meetings. A proposal re the actual allocation of funds to be presented to the October meetings	
<b>Committee: Allotments</b>						
A1. To complete the transfer of the land for the Longforth Farm Allotments in accordance with the Longforth Farm S106 Agreement	To arrange for the transfer of land identified in the Longforth farm S106 for allotments and bring allotments on stream.	To confirm with developer what work will be undertaken prior to land transfer to establish a line in the 2022/23 budget for any additional work that may be required to deliver the allotments	NK		1/2 Town Clerk seeking meeting with SWT and Bloor Homes to discuss	





-  BUILDINGS
-  CAR PARKING
-  PLANTING
-  VEHICLE ROUTES
-  IMPROVEMENTS TO FOOTPATHS
-  EXISTING TRACK

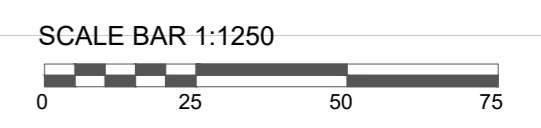


ELECTRIC VEHICLE CHARGING POINTS WITH ANCILLARY KIOSK



BUS STOP

Application site area **3.39ha**



Reed Holland  
Somerset House  
Middle Street  
Taunton  
Somerset  
TA1 1SH  
01823 336479  
www.reed-holland.co.uk



Project  
**Land at Chelston Heath**

Client  
**Chelston Heath LLP**

Drawing title  
**Indicative Masterplan**

Scale **1:1250 @ A2** Date **Dec-21**

Drg. no  
**20.08.03A**

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AGENDA ITEM 9





**WELLINGTON TOWN COUNCIL****Minutes of a meeting of the Wellington Town Centre Committee held at Wellington Baptist Church, South Street, Wellington TA21 8NR on Wednesday 12<sup>th</sup> January 2022 at 6pm**

**Present:** Councillors M Lithgow (Chair), J Lloyd, V Stock-Williams, S. Pringle-Kosikowsky  
Richard Coupe  
Annette Kirk – Deputy Town Clerk

**422 APOLOGIES**

Councillor J Thorne  
Keith Wheatley – joined the meeting via telephone at Item 11. Film Festival 2022

**423 DECLARATIONS OF INTEREST**

None

**424 WELLINGTON FOOTFALL COUNTER**

Councillor Lloyd gave an update:

- Monthly reports for November and December were circulated to the committee prior to the meeting. The reports showed footfall in December 7.03% down based on November figures. Daily Footfall figures did show an increase on the lead up to Christmas Eve. These figures are based on the Footfall in Fore Street only.
- Deputy Clerk still waiting confirmation from the Somerset West and Taunton District Council Planning Department whether Listed Building Consent and Planning Permission was needed to install the Sensors in High Street and South Street.
- Councillor Lloyd said there was no further information from Somerset West and Taunton District Council with regards to HUQ mobile phone and wi-fi data platform. Deputy Clerk confirmed to the committee that Wellington Town Council would have no future financial responsibility.

**425 POP UP SHOP**

- The Pop-Up Shop update was circulated to the Committee prior to the meeting. There were no bookings for February at the moment. In general bookings were from repeat users.
- The Committee would like to see more promotion of the Pop-Up Shop to attract new users. To contact local community groups, such as Wellington Choral Society to see if they wished to hire the shop to promote their planned performances etc.,

## **426 CHRISTMAS**

- Christmas Light Switch On scheduled for Saturday 27<sup>th</sup> November 2021 – Cancelled due adverse weather conditions. The Committee agreed this was the right decision.
- The Deputy Clerk to confirm when the Christmas Tree was to be removed. To confirm with Somerset West and Taunton District Council that the tree would be recycled.
- Fuse Performance Ltd Street Entertainers entertained the people of Wellington between 10am and 1pm on 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 23<sup>rd</sup> December 2021. Cost to be met by the Welcome Back Fund - Councillor Lithgow reported that the entertainment was well received from people in the town.

## **427 RETAIL PREMISES – Co Working Space**

Councillor Lithgow (Chair) gave an update:

- Councillor Lithgow reported that no further news to date on the plans for the Kings Arms Building.
- The Deputy Clerk confirmed she had contact details for Falcon Rural Housing and would make contact to confirm the Council's interest in the Ground Floor Space.

## **428 FARMERS MARKET**

Deputy Clerk gave an update

- Wellington Produce Market ("WPM")
  - First market scheduled for 19<sup>th</sup> February 2022 – South Street to be closed.
  - WPM have put their road closure application into Somerset West & Taunton District Council
  - Window Wrap, Posters, Wellington Weekly News Advert and Traffic Management Contractor Cost for February and March 2022 markets to be covered from the Emergency High Street Fund.
  - The market to be promoted on Town Council's Facebook page and Instagram and shared with local community groups.

## **429 QUEEN'S PLATINUM JUBILEE CELEBRATIONS – 2<sup>ND</sup> TO 5<sup>TH</sup> JUNE 2022**

- Events Working Group to convene a Zoom Meeting at 6pm on Tuesday 18<sup>th</sup> January 2022 to put together a four-day event – a report will provide at the next Town Centre Committee Meeting on the 9<sup>th</sup> March 2022.
- Councillor Stock-Williams asked that we contact James Mcwilliam of the National Trust to discuss where the beacon will go at The Monument.
- Councillor Stock-Williams asked Council Officers to investigate the possibility of a cannon being fired.

#### **430 FILM FESTIVAL 2022**

Keith Wheatley to give update via phone report:

- Film Festival dates confirmed Friday 30<sup>th</sup> September and 1<sup>st</sup> & 2<sup>nd</sup> October 2022
- Pop Up Shop booked from Sunday 26<sup>th</sup> September 2022 to Sunday 2<sup>nd</sup> October
- Film Festival Publicity prior to the event will include posters and an editorial in the Town Guide.
  - Carly Press Ltd to create the programme. They will provide the printing and paper free of charge.
- A programme of films has been organised for Friday, Saturday and Sunday at venues in the town, St. Johns Church, Art Centre, Library, Wellesley Cinema, Odette's Tearoom and Wellington Private School.
- Committee members asked could we approach Public Houses and the Conservative Club in the town to see if they would be interested in showing films.
- The Committee asked could a trailer be made and shown before films start at the Wellesley Cinema promoting the Film Festival Programme
- Somerset Films Ltd had put their grant application into Somerset West and Taunton District Council

#### **431 TOWN CENTRE EMERGENCY HIGH STREET AND WELCOME BACK FUNDS**

- Deputy Clerk gave an update on Town Centre Emergency High Street Fund.
- Deputy Clerk went through the Emergency High Street Fund and Welcome Back Fund Indicative Plans and made updates which would be submitted to Somerset West and Taunton District Council for approval.
- Both Councillor Lloyd and the Deputy Clerk re-iterated to the Committee that the deadline date 31<sup>st</sup> March 2022 and that we needed to get our orders in for projects before the end of January 2022.
- The Welcome Back Fund – There would be no extension to complete projects beyond 31<sup>st</sup> March 2022. All invoices to be received and paid for by 31<sup>st</sup> March 2022
- The Town Centre Emergency High Street Fund – We would need to apply to Somerset West and Taunton if an extension was needed to complete a project.
- Coach Park Update
  - Garden Area work completed by Create Landscaping
  - Bollards painted a cream colour by Somerset West & Taunton District Council
  - New Bus Shelter to be placed in Bay One of Car Park subject to the results of the Cat Scan Survey to be carried out by CRM Safety Services. The Cat Scan will identify any underground services that may affect the installation of the shelter.
- Annette Kirk, Deputy Clerk met with Create Landscaping in November 2021 and wait for quotations for the following projects:
  - “Roly Poly” Green, Victoria Street - to lay a concrete base for a picnic bench – bench spec provided already
  - Town Centre – Square Planters x 7:
    - To refurbish e.g., Refurbish wooden panels and paint frame etc.,
    - To replace with new planters' same shape and height

- To plant each planter
  - To provide an ongoing watering/planting/maintenance contract
- Town Centre – High Street – large tree planters:
  - To paint and replace with trees and plants – provide some examples of tree types we can use
  - To provide an ongoing watering/planting/maintenance contract
- “Living Wall” – Wait for confirmation regarding delivery of plant displays and future maintenance contract for watering, replanting and maintenance etc.,
- Deputy Clerk clarified that the “Living Walls” project would be something we could look at if we could not deliver any of the projects on the Emergency High Street Indicative Plan.

**RESOLVED:** To agree quotations via an email vote. Deputy Clerk to email quotations to the Committee. This will enable the projects to be progressed and completed quicker

**RESOLVED:** The Committee agreed and accepted the Quotation from Somerset Sign & Print for Four Poster Case Notice boards – cost £2740.92 plus VAT. To be paid from the EHSF.

#### **432 Green Roofing on Bus Shelter**

Correspondence received from a member of the public:

- To consider Green Roofing on Town’s Bus Shelters – As adopted by Leicester Council. The Committee agreed that we need to establish who owned the Town Centre bus shelters before we could progress this project.

#### **433 Community Centre, White Hart Lane**

Councillor Lithgow (chair) to give update:

Mural Art Project with Courtfields School – on the boundary wall

Estimated Funding in the region of £3,000

- David Mitton from Community Centre approached Councillor Lithgow with the idea that the white boundary wall could be used to create a mural.
- The owner of the wall had been approached and given permission for the mural to be done. Councillor Lithgow to obtain written permission from the owner.
- Councillor Lithgow said the Aerosol Artist was DBS checked and would work directly with Jo Binmore of Courtfields School to create the artwork and complete the project
- The Committee was in full support in getting children involved in community projects. They would like to see the artwork based on a historical theme of Wellington

**RECOMMENDATION** to Full Council to support the Mural Art Project and provide estimated funding in the region of £3,000.00. The funds to be taken from the Town Council’s Youth Services Budget.

#### **434 DATE OF NEXT MEETING:**

Wednesday 9<sup>th</sup> March 2022 at 4pm – United Reformed Church Hall.

The meeting ended at approx. 8.00pm

.....  
Councillor Mark Lithgow  
Chairman





## WELLINGTON TOWN COUNCIL

### MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE WELLINGTON COMMUNITY CENTRE 20 JANUARY 2022 at 6.30pm

**Present:** Councillors Lithgow (Chair), Govier, Hunt, Lloyd, Stock-Williams and Thorne as Committee Members and Councillor Bradley  
David Farrow – Town Clerk.

#### **435 Apologies**

No apologies were received.

#### **436 Declarations of Interest**

None were declared.

#### **437 Minutes**

**RESOLVED** to approve the minutes of the meeting held on the 14 October 2021.

#### **438 Questions and Comments from Members of the Public**

None had been received.

#### **439 Review of Policies and Procedures**

A paper detailing the Council's Policies and Procedures and their current status had been circulated with the agenda along with a list of policies that needed to be implemented. It was noted that some required reviewing either because they had been in place for some time and it is good practice to review regularly or because they needed updating. It was also noted that in some cases it would be best to leave the review until the new Council was in place in May. The Clerk will provide regular updates on progress.

#### **440 Preparation for Town Council Elections in May 2022**

It was noted that there are only two ordinary Council meetings in February and March before the Pre-Election Period means that the Council's ability to make decisions is curtailed. The Town Clerk said that he will be working with other staff to ensure that any decisions needed before April and May are brought to these meetings.

The Town Clerk also noted the importance of promoting the elections and encouraging people to stand as councillors from a point of view of promoting the democratic process in the town and recognising the potentially exciting changes that the move to a unitary council would bring. He also noted that to retain the General Power of Competence two thirds of councillors needed to be elected.

The Town Clerk reported that he would be using the Pop-Up Shop and local press over the coming weeks to promote the Town Council and becoming a councillor.

#### **441 The Rifles Freedom of the Town – Working Group**

Draft terms of Reference had been circulated with the agenda. With a couple of minor changes and the addition of a section on Frequency of Meetings it was agreed to **RECOMMEND** to the Town Council that they be adopted.

**442 Vision for Wellington Town Council**

A draft paper had been circulated with the agenda and notes from Councillor Thorne were circulated at the meeting. It was agreed that the time the Council has in the Pop-Up Shop would be a useful way of gauging public opinion on what the Vision should look like. It was also agreed that there should be a one-line summary statement. The Town Clerk will do more work on this.

**443 Town Crier**

The Committee agreed to **RECOMMEND** to the Town Council that it should appoint a Town Crier and Portreeve. These to be voluntary roles with expenses paid and uniform provided. The cost to come from the Promoting Wellington Budget.

**There being no further business, the meeting closed at 7.30pm**

.....  
**Councillor Mark Lithgow**  
**Chairman**

## FOR CONSIDERATION AT THE FEBRUARY 2022 MEETING OF WELLINGTON TOWN COUNCIL

### TO CONSIDER ARRANGEMENTS FOR THE QUEENS PLATINUM JUBILEE CELEBRATIONS

#### 1. Introduction

1.1 The purpose of this paper is outline current proposals to mark the Queen's Platinum Jubilee Celebrations and to make recommendations in relation to them.

#### 2. Recommendations

It is recommended that:

(a) The Town Centre Committee is given delegated responsibility to approve expenditure against the Queens Platinum Jubilee budget line.

(b) the Town Council assume responsibility for setting up and managing the Street Fair proposed for the 4 June and that stalls are offered free of charge as they were at the Welly Welcome Weekend.

(c) a Beacon is placed on Hilly Head as part of the national Beacon Lighting Ceremony on the 2<sup>nd</sup> June.

(d) Recognising that these events will require staff support over bank holidays and a weekend the Council agree that through the Town Clerk staff be asked to work with appropriate recompense either through taking time off in lieu or through additional payment in accordance with national conditions of service as set out in this paper.

#### 3. Background

3.1 Celebrations to mark the Queens Platinum Jubilee are due to take place between the 2 and 5 June 2022. At a previous Town Council meeting it was agreed that the Town Centre Committee would have oversight of the arrangements and that an Events Working Group be established, based on the group that supported the delivery of the Welly Welcome Weekend, to make the practical arrangements. The intention was that the Town Council would have oversight of the arrangements over the particular days

3.2 That group has now met twice and the initial plans are as follows:

- Thursday 2 June – National Beacon Lighting Event – suggested location for Wellington Beacon on Hilly Head – landowners agree in principle. Discussions ongoing with Wellington Without Parish Council in relation to a joint event at The Monument
- Friday 3 June – Encourage Street Parties around the town
- Saturday 4 June – Street Fair in Hight Street and South Street and Civic Service at St Johns in the evening
- Sunday 5 June – Party and Music in the Park

3.3 In relation to the Street Fair it was hoped that The Carnival Committee would run this as has been their custom in previous years around this date. Unfortunately however it would appear that it will not be able to do so for the same reasons it was unable to deliver the Welly Welcome Weekend Street Fair in September. Wellington Produce Market has been approached to see if it would take on the organisation, but it does not feel that it is able to at this time. On that basis the only way a Street Fair will happen is if the Town Council takes on responsibility for delivering it. Given the experience gained from delivering the very successful Welly Welcome Weekend event this is not an unreasonable approach.

3.4 If the Town Council is to manage the Street Fair a decision is needed in relation to whether to charge stall holders for the event. We didn't for the Welly Welcome Weekend and that proved very successful in encouraging community groups to be part of it. It is suggested that the same approach is taken for this event.

3.5 There is the possibility of a joint Beacon event with Wellington Without Parish Council at The Monument and discussions are on going in relation to that. However whatever may be decided about that it is proposed that Beacon be placed in Hilly Head making it more accessible and visible for residents of both Rockwell Green and Wellington. Initial discussions have been held with the landowner who agrees in principle to the proposal subject to a detailed agreement .

3.6 In order to expedite decision and actions making it would be useful for the Town Centre to be given delegated responsibility to approve spend against the Queens Platinum Jubilee Budget.

3.7 Finally if the Town Council is to take on the responsibility for overseeing/delivering the events staff will need to be asked to work some hours on two bank holidays (2 and 3 June) and the weekend of 4 and 5. Staff will need to be given either time off in lieu or be paid additional hours in accordance with national conditions of service which state that employees working on public holidays and Sundays are entitled to double time and time and a half on Saturdays.

Dave Farrow  
Town Clerk