

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD AT Court Fields School Hall, Wellington TA21 8SW on Monday 7th March
2022 at 6.00pm**

PRESENT: Councillors M Lithgow (Chair), V Stock-Williams, A Govier, J Thorne, N Powell-Brace, M McGuffie, J Lloyd, M. Barr.

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

Two members of the press in attendance.

Seven members of the Public

500. APOLOGIES

Apologies were received and accepted from Councillors C Booth, S Pringle-Kosikowsky and J Hunt

501. DECLARATIONS OF INTEREST

Councillor Lloyd declared a prejudicial interest in Agenda Item 5(f) Case ref: 43/21/0146 and would not be commenting on this application.

Councillor Lithgow declared a personal interest in Agenda Item 5(f) Case ref: 43/21/0146 as connected with the applicant through Popham House and would not be commenting on this application.

Councillor Stock-Williams declared a personal interest in Agenda Item 5(f) Case ref: 43/21/0146 as she is a Governor of Popham House and would not be commenting on this application.

Councillor Govier declared a prejudicial interest in Agenda Item 5(f) Case ref: 43/21/0146 and would not be commenting on this application, as he is good friends with the applicant.

Councillor Powell Brace declared a prejudicial interest in Agenda Item 5(f) Case ref: 43/21/0146 and would not be commenting on this application, as she is friends with the applicant.

Councillor Thorne declared a personal interest in Agenda Item 5(h) Case Ref: 43/22/0019, as he can see the wall from his own property

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.

502. PUBLIC PARTICIPATION

Member of the Public spoke and raised concerns regarding Case ref: 43/21/0146 and that the application be recommended for refusal.

The Chair agreed that Agenda Item 5(f) Case 43/21/0146 would be brought forward at this point to allow the council to comment.

- f) **Case Ref: 43/21/0146** Proposal: Erection of 1 No. dwelling on land to the rear of Shute House, 69 South Street, Wellington.

RECOMMENDED that this application be refused on the following grounds:

- Plan showed vehicular access when there is none.
- Neighbouring residents had not been allowed the full 21 days consultation to submit any replies.
- Impact on the street scene and neighbouring properties.
- Impact of over development in a Conservation Area.
- Concerns over the loss of garden and the proposed dwelling taking up the full area of the proposed site.

Please note comments were made by three councillors only, as five councillors declared personal and prejudicial interests and were not prepared to comment.

503. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

- a) **Case Ref: 43/21/0121** Proposal: Replacement of porch with the erection of a conservatory to the rear of 8 Post Close, Wellington

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

- b) **Case Ref: 43/21/0136** Proposal: Demolition of single storey extension with erection of a one and a half storey extension at 1 Lucas Court, High Street, Wellington

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

- c) **Case Ref: 43/21/0141** Proposal: Conversion of loft space into ancillary accommodation with erection of balcony to the rear of Twiga, 2 Foxdown Gardens, Foxdown Hill, Wellington

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

- d) **Case Ref: 43/21/0132** Proposal: Erection of a two-storey extension to the side and rear and a single storey and first floor extension to the rear of 117 Barn Meads Road, Wellington

RESOLVED to Approve the application as recommended by the Planning Officer's report and with an additional condition that no further windows are added to the West Elevation or enlarged in the future.

- e) **Case Ref: 43/21/0143** Proposal: Demolition of garage and erection of a two-storey extension to the side of 116A Mantle Street, Wellington

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

504. 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: 43/21/0070** Proposal: Conversion of 2 No. flats into 4 No. flats on the first and second floor of 3 Fore Street, Wellington
- b) **Case Ref: 43/21/0071/LB** Proposal: Various internal alterations to the first and second floor at 3 Fore Street, Wellington

RECOMMENDED that these applications be approved.

The Council were concerned some of the new flats would be undersized and are disappointed that the very narrow staircase could not be changed as it was very steep and questioned who this would benefit.

- c) **Case Ref: 43/22/0012** Proposal: Change of use of amenity land to domestic garden with relocation of boundary wall to include the additional land at 18 Blackdown Meadow, Wellington

RECOMMENDED that this application be Refused. The Council raised the following concerns:

- Impact on sight lines when accessing and leaving the parking area.
- Impact on drivers' visibility when manoeuvring in the parking area affecting possible injury to pedestrians and other users.
- Negative visual impact in the area. This will lead to other applications being put in to claim amenity land, where the purpose of the land is to lift the development scene.

- d) **Case Ref: 43/22/0013/T** Proposal: Application to fell one Alder tree and to carry out management works to four Oak trees included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 2011 (TD1087) and to fell one Ash tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1996 (TD674) on land adjacent to Aspin Close, Mills Drive and Damson Row, Wellington

RECOMMENDED that this application be approved subject to the Tree Preservation Officer's recommendations. The Council would like the Planning Department to confirm if the landscaping conditions of the original planning application are being met and properly managed.

- e) **Case Ref: 43/22/0014/T** Proposal: Application to carry out management works to one Oak tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 2011 at 15 Mills Drive, Wellington (TD1087)

RECOMMENDED that this application be approved subject to the Tree Preservation Officer's recommendations.

- f) **Case Ref: 43/21/0146** Proposal: Erection of 1 No. dwelling on land to the rear of Shute House, 69 South Street, Wellington – Council comments at minute number 502 as above.

- g) **Case Ref: 43/22/0002** Proposal: Reserved matters application for approval of access, appearance, landscaping, layout and scale for a development of 56 industrial/commercial units with associated access and landscaping on land at Westpark, Chelston.

RECOMMENDED that this application be approved.

- h) **Case Ref: 43/22/0019** Proposal: Demolition of unstable and unsafe boundary wall at 7 Fore Street, Wellington (retention of part works already undertaken)

RECOMMENDED that this application be approved.

505. SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2022 PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation	SWT (Somerset West and Taunton) Decision
43/21/0111	Erection of a single storey and two storey extension to the rear and erection of a two-storey extension to the front of	15 Brendon Road, Wellington	Approval	Approved
43/21/0126	Erection of a first floor extension over the garage at	15 John Grinter Way, Wellington	Approval	Approved
43/21/0130	Erection of a single storey extension to the side of	71 Pear Tree Way, Wellington	Approval	Approved
43/21/0131	Erection of a single storey extension to the garage for ancillary accommodation at	15 Blackmoor Road, Wellington	Approval	Approved
43/21/0133	Erection of a single storey side and rear extension with the demolition of the linked garage at	14 Queens Road, Wellington	Approval	Approved
43/22/0006/NMA	Application for a Non-Material Amendment to application 43/21/0022 for alterations to the hip roof, replacement of 2 No. windows for 1 No. window and the addition of a roof light to the bedroom at	74 Waterloo Road, Wellington		Approved
43/22/0005/T	Application to carry out management works to one Oak tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 2011 to the south of	26 Nash Drive, Wellington (TD1087)	Approval	Approved

The meeting ended at 6.58pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 7 March 2022**MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT COURT FIELDS SCHOOL HALL, WELLINGTON TA21 8SW ON MONDAY 7 MARCH 2022 AT 7.00 PM**

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, A Govier, J Lloyd, M McGuffie N Powell-Brace, V Stock-Williams, J Thorne

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

Two members of the press were in attendance and three members of the public.

506 WELCOME AND INTRODUCTIONS

The Mayor opened the meeting.

507 APOLOGIES

Apologies were received and accepted from Councillor C Booth, J Hunt and S Pringle-Kosikowsky.

Councillors W Battishill, D Bradley and R Henley were absent.

508 DECLARATIONS OF INTEREST

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

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

509 MINUTES

RESOLVED to approve and formally adopt the minutes of the Planning and Full Council meetings held on 7 February 2022.

Councillor Thorne stated that at the February meeting he had voted to approve the minutes but in hindsight did not consider that the minute relating to Planning Application 43/21/0144 was accurate as his recollection was that the resolution was not to refuse the application but to ask the District Council to investigate certain matters further. That said he accepted that the Council had voted to approve the minutes as written.

510 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Two members of the public addressed the meeting. The first presentation related to parking concerns in Tone Hill. The Mayor said that they would be looked into and responded to. The second made the point that historically the town had had a Bellman and not a Town Crier as had previously been discussed by the Town Council and also explained the role of a Portreeve in a town. The Mayor thanked them for the information.

511 TO RECEIVE A PRESENTATION FROM YEAR 8 PUPILS FROM COURT FIELDS SCHOOL

WELLINGTON TOWN COUNCIL MINUTES 7 March 2022

Three Year 8 students from Court Fields School made a presentation to the Council on research their class had carried out into people's views about the town centre which they had undertaken as part of their Geography coursework. Councillors congratulated them on the quality of the presentation and thanked them for the information they had presented which they found very useful. Councillors requested a copy of their survey results. .

512 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM

Sergeant Dan Bishop was unable to attend the meeting but his report had been circulated in advance.

513 REPORT FROM THE MAYOR

The Town Clerk had circulated details of The Mayor's engagements prior to the meeting. In response to Councillor Thorne raising concerns about him politicising the role of Mayor Councillor Lithgow said that if he had concerns, he should raise them with the Monitoring Officer at Somerset West and Taunton Council.

514 CLERK'S REPORT

The Clerk's report had been circulated with the agenda and was noted. The Clerk added that on Friday 4 March a notification had been received that the pay award for town council staff had been agreed nationally at 1.75% and that as staff's contracts of employment were tied to national terms and conditions of service this would be implemented in March.

Councillor Barr raised concerns regarding street cleaning capacity in the town. The Clerk confirmed that he had been advised that Somerset West and Taunton Council had considered that the town was overstaffed for street cleaners and had not replaced one when that post became vacant leaving one postholder and a mobile team. Councillor Govier shared Councillor Barr's concerns and the Clerk undertook to do further work on this.

515 TO RECEIVE AN UPDATE FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE MEETING HELD ON THE 10 FEBRUARY 2022

Councillor McGuffie provided an update on the work of the Committee as set out in the minutes that had been circulated with the agenda. The Council **RESOLVED** to approve The Climate Change Strategy circulated with the agenda.

516 TO RECEIVE AN UPDATE FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THE 17 FEBRUARY 2022

Councillor Lithgow provided an update on the work of the Committee as set out in the minutes that had been circulated with the agenda. The Council **RESOLVED** to:

(a) Approve the Specification for the Cleaning of the Longforth Road Toilet Block, amended to change the cleaning times to 'before 10.00am and the second after 3.00pm' to form the basis of the tendering process.

(b) Approve the Vision for Wellington Town Council document as the basis for the future work of the Town Council.

WELLINGTON TOWN COUNCIL MINUTES 7 March 2022

(c) Approve the installation of a Dog Bin in Westford Field.

(d) Approve that the Terms of Reference for the Environment and Open Spaces Committee should be amended to include having responsibility for the oversight of the management of land for which the Town Council is responsible either directly through ownership or through some other agreement that the Town Council may enter into.

517 TO RECEIVE AN UPDATE FROM THE ALLOTMENTS COMMITTEE MEETING HELD ON THE 21 FEBRUARY 2022

Councillor Lloyd provided an update on the work of the Committee as set out in the minutes that had been circulated with the agenda noting that there were no vacant plots, and that 15 names are on the waiting list. She explained that the Council was still awaiting a meeting with Bloor Homes in relation to the Longforth Farm allotments.

518 TO CONSIDER FUTURE VENUES FOR TOWN COUNCIL MEETINGS

Given that all legal restrictions relating to COVID have been lifted the Council **RESOLVED** that meetings of the Finance and Planning Committees and Full Council should return to the United Reform Church Hall from April 2022.

519 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

The Council **RESOLVED** to exclude members of the press and public for agenda item 14 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.

520 TO CONSIDER DRAFT PROPOSALS FOR THE FUTURE MANAGEMENT OF LAND BEING PURCHASED BY SOMERSET WEST AND TAUNTON COUNCIL (SWT)

The Council **RESOLVED** to accept the recommendation of the Policy and Resources Committee that the draft Heads of Terms received from Somerset West and Taunton Council and circulated with the agenda should be agreed in principle as the basis for further discussion.

There being no further business the meeting closed at 8.20pm

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Councillor Mark Lithgow
Mayor



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 4 APRIL 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

Id Verde has been advised that The Town Council will be putting the contract for the cleaning of the toilets out to competitive tender once the specification has been agreed. Staff will continue to monitor the effectiveness of the current arrangements and raise concerns as and when required.

5. Community Warden Service

The Community Warden Service continues to operate over 21 hours per week. I will be working with ID Verde to better document the work arrangements if the Warden and street cleaning staff to inform a review of capacity when the new Council is in place.

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. I will be reviewing the work plan for the beginning of the next Council year removing completed items and adding any new actions that have been agreed or are required. (see also para 11)

7 Local Government Review (LGR) and Local Community Networks (LCNs)

Following my previous two reports I am still awaiting further information on available dates from the Project Team for the meeting of the town council and local parish councils to discuss the above. It

has however now been agreed that this will not take place until after the elections. I am still asking for a date to be agreed sooner rather than later so that we can move this on quickly once the elections have taken place

8 Council Offices

Discussions have been ongoing with SWT regarding external redecoration of the building. Agreement has now been reached that all woodwork on the front of the building will be repainted.

9. Benches

New benches have now been installed at The Basins and Tonedale and outside the Sorting Office in the Town Centre (replacing an existing bench). The bench in Brooklands Road, Rockwell Green requires a new base to be installed first. This has been requested and we hope it will be in place in the next couple of weeks. This leaves a further 11 benches to be installed. Details of proposed locations are available from the Deputy Clerk.

10. New Shelter

The new shelter was installed at the Longforth Road Coach Park on the 28 March. Unfortunately we have had to report that the installation was not satisfactory for a number of reasons e.g. damaged seats, scratched framework. The company responsible has apologised and are looking in to the issues we have raised.

11. Monthly Bank Reconciliation

Attached as appendix A.

12. Meetings/Events in April/May

As we are now in the Pre-Election Period/Period of Heightened Sensitivity/Purdah there are no Committee meetings this month.

5 April - All day Internal Audit Visit to Council Offices
13 April – 18:00 Platinum Jubilee Working Group (Zoom)
5 April Town Council and Unitary Council elections

The Town Clerk will be on holiday from the 11-15 April 2022

13. Future Clerks Reports

From the beginning of the next Council I intend to change the format of this report to provide more information on the Work Plan highlighting progress or lack of progress to make it easier for the Council to track progress.

14. Town Council Elections

As previously reported, these will take place on the 5 May with the Pre-Election Period commencing on the 21 March 2022. Nomination Packs are still available from the office. Completed forms need to be returned to The Deane House, Taunton by 4pm on Tuesday 5 April 2022.

Finally – we don't yet know who is and isn't standing for election this year so good luck to all who are standing and thank you to all of you for your service to the town over the last 4 years.

Dave Farrow
Town Clerk
29 March 2022

Wellington Town Council

APPENDIX A

Prepared by: Alice Kendall - Deputy RFO
Name and Role (Clerk/RFO etc)

Date: 29/03/2022

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 28/03/2022		
	Cash in Hand 01/04/2021		605,816.42
	ADD Receipts 01/04/2021 - 28/03/2022		608,886.23
	SUBTRACT Payments 01/04/2021 - 28/03/2022		1,214,702.65
	Cash in Hand 28/03/2022 (per Cash Book)		772,134.44
B	Cash in hand per Bank Statements		
	Petty Cash	28/03/2022	4.29
	Nationwide 01343556	28/03/2022	200,000.00
	Cambridge & Counties 15020773	28/03/2022	250,034.81
	The Cambridge Building Society CI	28/03/2022	200,001.10
	Lloyds Treasurers PC 87331468	28/03/2022	150.49
	Lloyds Treasury Deposit	28/03/2022	0.00
	Lloyds Deposit Account 07788306	28/03/2022	56,528.86
	Lloyds Current Account 2195145	28/03/2022	75,373.47
			782,093.02
Less unrepresented payments		9,958.58	
		772,134.44	
Plus unrepresented receipts			
Adjusted Bank Balance		772,134.44	
	A = B Checks out OK		

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)
S1 Committee: Policy and Resources						
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 to Policy and Resources Committee at January meeting. Being further developed through Pop-Up Shop consultation. 1/3 Draft being considered at March Council meeting. 28/3 Vision Document adopted at March Council meeting	
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	
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	
S2 Committee: EOS						

Key



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. 1/3 Draft being considered at March Council meeting. 28/3 Strategy adopted at March Council meeting. Next steps to develop details action plans for delivery through EOS Committee	£40,000
S3 Committee: Finance						
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	
Committee: Town Centre						
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 2. 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 who are working from home or are mobile workers	Establish if there is 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 discussions to be held. 1/2 discussions ongoing - floor plans received for consideration	
TC 3. 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 4 To plan arrangements for the Queens Platinum Jubilee Celebrations in June 2022	To co-ordinate events in the town for the celebration of the Queen's Platinum Jubilee	Establish working group to support the delivery Identify activities that may be taking place around the town Establish budget line in 2022/23 budget Develop Project Plan to deliver the events			1/3 Plans continue to be developed. Town Council will be running the Street Fair as Carnival Committee have said they do not wish to 28/3 Plans ongoing for events - commemorative coins ordered for school children	£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. 1/3 Working Group has met. Also had discussions with Rifles representative which identified that nothing would be happening until Summer 2023 at the earliest. Working Group pulling together plans to mark the event.	
Committee: P and R						
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 reconsideration of funding structure and plans for work. To be taken forward post-election	£10,000
PR2. To reorganise existing office space in 28-30 Fore Street	Following the acquisition of the Housing Office reorganise 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 budget line 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. Working Group Meeting to be convened in March	£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 web-based 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? 1/3 Option of utilising Kings Arms ground floor to be considered alongside other options	

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. 1/3 Meeting has been held with school reps and potential date identified. Scope drafted and out for consultation to be considered at next meeting of the P and R Committee 28/3 - date fixed for 1 July	
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	To work with strategic partners to support the delivery of a new train station for the town and to 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 Councillor representation on the Metro Group and Clerk contact with Project Officer To liaise with the developer re the Longforth Master Plan To ensure WTC input to the Master Plan and ensure that appropriate cycle/footpath links for the town to the station are considered	DF		1/3 Town Clerk has been invited to attend meetings of the Metro Board.	£15,000
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 1/3 Neither Rifles or 40 Commando can commit to contributing to Armed Forces Day event. Discussions ongoing with RBL local branch	
Committee: EOS					28/3 Town Clerk meeting with RBL and Vets reps 1 April to discuss	

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 1/3 Discussions have commenced re potential lease arrangements post SWT purchase. Being considered at March Council meeting	
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		28/3 Council agreed Draft Heads of terms at Mach meeting. Purchase expected to be completed by June/July which point lease will come in to effect.	
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 1/3 Clerk and Admin Assistant have attended two briefing sessions and have started to gather information 28/3 - mapping meeting	
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 1/3 EOS Committee agreed draft spec which is now out for consultation. Final spec will be signed off at next meeting for tender process to start 28/3 - specification published and waiting for quotes to be received	CIL
Committee: Finance						
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 Councils 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 findings 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	
Committee: Allotments						

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 28/3 - emails exchanged with Bloor re what will/won't be funded. Discussions ongoing
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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 9th March 2022 at 4pm**

Present: Councillors M Lithgow (Chair), J Lloyd, V Stock-Williams, M McGuffie, J Thorne
 Keith Wheatley
 Dave Farrow – Town Clerk
 Annette Kirk – Deputy Town Clerk
 Alice Kendall – Assistant Clerk/Deputy RFO

One member of the public

521 APOLOGIES

Councillor S Pringle-Kosikowsky, Richard Coupe, Sharon Davis (email apologies received at 4.45pm on 9th March 2022 due to work commitments)

522 DECLARATIONS OF INTEREST

None

523 WELLINGTON FOOTFALL COUNTER

Councillor Lloyd gave an update:

- Monthly reports for January 2022 & February 2022 were circulated to the committee prior to the meeting. Footfall figures are increasing compared to this time last year now lockdown restrictions have lifted.
- A new Footfall Sensor has now been installed on the front of Wellington Weekly News building.
- Figures received are now for two footfall sensors
- We can now compare monthly and daily footfall figures in 2021 v 2022 for the same dates/periods.

524 POP UP SHOP

- The Pop-Up Shop update was circulated to the Committee prior to the meeting.
- Assistant Clerk/Deputy RFO reported that a four week booking for March had not been confirmed. We had received an enquiry from the National Trust Monument Volunteers who would like to book the shop for three days week commencing 14th March 2022.
- Assistant Clerk/Deputy RFO reported we had more booking interest for late Spring and Summer
- Committee felt during periods where the shop was empty that the Council Officers put up board displays in the window detailing projects and events the Council are currently

involved in or have completed. It was suggested when possible, we would staff it for short periods using the portable router to maintain comms.

- Councillor McGuffie said he may not be available to do any tenant handovers in the future but would advise the Assistant Clerk.

RESOLVED to suspend Standing Orders to allow a member of the public to speak
RESOLVED to reinstate Standing Orders

525 RETAIL PREMISES – Co Working Space

David Farrow Town Clerk gave an update:

- Town Clerk and Deputy Clerk met with Sam Southam of the Falcon Housing Association who showed the ground floor layout in its current condition.
- Town Clerk reported there is still a long way to go to create the basic shell to which the Town Council can then decide how they want the ground floor laid out.
- Councillor Lithgow and Keith Wheatley had visited the Collar Factory, Taunton to see how their co-working space worked. They would be happy to provide advice on how to set up the co-working space.
- Councillor Lithgow (Chair) said it was worth pursuing the co-working space

RESOLVED to suspend Standing Orders to allow a member of the public to speak
RESOLVED to reinstate Standing Orders

526 QUEEN'S PLATINUM JUBILEE CELEBRATIONS – 2ND TO 5TH JUNE 2022

- David Farrow Town Clerk gave a verbal report
 - Thursday 2nd June 2022 – Lighting of the Beacon at 9.45pm. A Gas Beacon and a Bonfire were discussed but felt security and health & safety issues could be a problem. The Town Clerk said we had received a quotation to put on a strobe lighting display which would be effective and easier to manage. The Royal website suggest a Bugler and/or Bagpiper is present. Piper to play "Diu Regnare." Bugler Call to announce the lighting of the Beacon. Bellman/Town Crier at 2pm to undertake the proclamation announcing the lighting of the beacons later in the evening. Also choirs in the community encouraged to sing "Song for the Commonwealth" at 9.45pm, this is separate to the Beacon Lighting.
 - Friday 3rd June 2022 – Street Parties around Wellington organised by residents.
 - Saturday 4th June 2022 – Street Fair – Deputy Clerk confirmed Traffic Management Company booked. 30 plus stall enquiries received. Regular posts on social media asking people to contact us if they want a stall. First Aid had been booked. Road Closure application had been submitted to Somerset West & Taunton District Council. A request had been put forward to Somerset West and Taunton District Council for free parking over the four days, wait further details.

- Sunday 5th June 2022 – St. John’s Parish Church – Civic Service 10am. Picnic and music in the park from 2.30pm wait further details from Friends of Wellington Park
- Commemorative Souvenirs and Gift ideas – costings were circulated to the Committee prior to the meeting. The Committee discussed all options.

RESOLVED to suspend Standing Orders to allow a member of the public to speak
RESOLVED to reinstate Standing Orders

- Vote was taken to buy acrylic mugs – 2 in favour, 4 against – not carried

RESOLVED to give all Wellington school pupils a 2D coin, design, and packaging details to be confirmed by Council Officers.

527 FILM FESTIVAL 2022

- Wellington Film Festival Group Meeting on 2nd February 2022 - notes had been circulated to the Committee prior to the meeting.

Keith Wheatley gave an update following the Wellington Film Festival Group meeting on Tuesday 8th March:

A Film Pub Quiz was suggested and that he had spoken to the landlord of The Vintage Public House who was keen to host. This would be on the Friday evening 6.30pm to 8.30pm. During the Festival Group Meetings, Councillor Pringle-Kosikowsky had come up with the idea of inviting the 501st Garrison Volunteer Group. A Star Wars Recreation Group, who attend community film festivals, to attend and to show Star Wars: “A New Hope” at the Wellesley Cinema as the family film event.

528 TOWN CENTRE EMERGENCY HIGH STREET AND WELCOME BACK FUNDS

- Deputy Clerk circulated the Emergency High Street Recovery Fund Indicative Plan prior to the meeting and gave an update:
 - Four fingerposts had been ordered. Abacus Construction Ltd instructed to install on receipt of order.
 - Curved bench and planter to be installed by Abacus Construction Ltd – date to be confirmed. This cannot be carried out until Somerset West & Taunton District Council remove the old seating and planter on the corner of Fore Street and South Street. Litter bin to be moved.
 - 10 cycle hoops received. Abacus Construction Ltd to install.
 - Four Town Centre Map Boards have been installed in North Street Car Park, South Street Car Park, and Longforth Road Car Park. There will be a town centre plan on the street side of the notice board outside the Co-op. Carly Press are putting the final changes to the plan ready to print.
 - Four Tree Planters are being removed on 10th March 2022 and will be ready to be put back with the 6 new Festival Hardwood Iroko planters week commencing 11th April 2022.
 - Bus Shelter at the Coach Park Longforth Road will be installed on the 25th March 2022. Abacus Construction Ltd to dig five holes for the shelter feet.

- Deputy Clerk circulated the Welcome Back Fund indicative plan prior to the meeting and gave an update:
 - Street Entertainment provided for the Welly Welcome Weekend 25th & 26th September 2021 and 5 days leading up to Christmas 2021. Wellington Produce Market 19th February and 19th March 2022.
 - Window Wrapping of the former “One Stop” shop to promote the Welly Welcome Weekend, Christmas Light Switch On 2021. Wellington Produce Market monthly markets. Community groups were also given the chance to promote their work.
 - Bunting & Banners for Welly Welcome Weekend. Queens Platinum Jubilee Celebrations to include the erection and taking down.
 - Christmas Light Switch-On Event – whilst this event was cancelled, we covered cancellation costs, free parking, Wellington Weekly page advert.
 - Street Furniture – 11 Benches and a picnic bench for “Roly Poly” Green. Now wait installation.
 - Town Centre Trail – Leaflet artwork now complete wait receipt of 200 copies.
 - Project Management costs to deliver the projects.

529 Street Tree Project

Assistant Clerk/Deputy RFO presented the project to the Committee which was detailed in a report circulated to the Committee prior to the meeting. After much discussion it was agreed to accept the recommendations set out in the report.

RESOLVED to accept the following proposed locations:

- **High Street** – carry out detailed GPR scan on all locations before considering whether to move planters etc.
- **Corner of Fore Street and South Street** – remove from tree locations given other furniture planned and already in situ.
- **Mantle Street** – re-assess locations outside Cadet Centre on receipt of STATS scans. Area by post box to be listed for specific GPR scans.

530 DATE OF NEXT MEETING:

April 2022 if required

The meeting ended at approx. 5.35pm

.....
 Councillor Mark Lithgow
 Chairman

WELLINGTON TOWN COUNCIL**MINUTES OF A MEETING OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 9 MARCH 2022 AT 6.00 PM**

Present: Councillors M McGuffie (Chairman), C Booth, M Lithgow, J Lloyd, and V Stock-Williams.

In attendance: Councillor J Thorne
David Farrow, Town Clerk
Alice Kendall, Deputy Responsible Financial Officer/Assistant Clerk
One member of the public

530 APOLOGIES

Apologies were received from Councillor Pringle-Kosikowsky.

531 DECLARATIONS OF INTEREST

No interests were declared.

532 IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

No representations had been received.

533 TO RECEIVE FEEDBACK ON THE CONSULTATION ON THE TONEDALE PLAY AREA AND CONFIRM THE SPECIFICATION TO BE USED IN THE TENDERING PROCESS

The Deputy RFO presented the results of the questionnaire, and it was noted that the response was largely positive. It was brought to Councillor's attention that a few responses mentioned a zip wire/line. However, after reviewing space, costings, and ongoing maintenance it was agreed that it would not be suitable for this area. As per the most popular choice, a hopscotch design will be requested in the path. Also, the installation of a picnic bench will be added to the list of items for other contractors going forward.

RESOLVED to finalise the specification after detailing the hopscotch path design.

534 CLIMATE CHANGE ACTION PLAN

Following the initial strategy being accepted at Full Council, discussions around the next steps and action plan were had. As part of this, an update on the LCWIP was requested. The Town Clerk reported that he and the Admin Assistant have been attending joint sessions with other Town and Parish Councils to learn about the process for developing the plan. The project is currently in the information gathering stage with audits still to be completed and ideas mapped out.

It was agreed that an expert consultant needs to be engaged to calculate the Council's current climate impact so this can be monitored and compared. Also, to advise what steps could be taken to lower the Council's emissions. The Town Clerk will move forward with this and report back to the next meeting.

**535 TO CONSIDER A REQUEST FOR A DOG BIN AT THE END OF
CROSSLANDS ROAD**

Two location options were presented, and it was **RESOLVED** to have a new dog bin installed near to the entrance of the sewage works, at the top end of the Public Right of Way (WG 17/16)

**536 TO CONSIDER AN APPROPRIATE SITE FOR THE QUEENS JUBILEE
CANOPY PLANTING AND A LANDMARK TREE.**

Councillor Booth gave details of a 'landmark' tree he had been offered from the Devon Wildlife Trust. After some discussion, it was **RESOLVED** to accept a small leaved lime to be planted in the open space at Hoyles Road adjacent to the tree planted for the Golden Jubilee.

Councillor Stock-Williams reported that the Wellington in Bloom group will soon be winding up. With their remaining funds, they would like to donate two well established Wellingtonia trees to be planted with plaques at either end of Westford Field. It was **RESOLVED** to accept the offer with a site visit to confirm planting locations.

It was further agreed that a wider planting scheme for the perimeter of Westford Field be drawn up as part of the Queens Green Canopy initiative. This will be implemented at the start of the next planting season.

.....
Councillor Michael McGuffie
Chairman

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 15 MARCH 2022 AT 6.30pm

Present: Councillors Lithgow (Chair), Govier, Lloyd and Stock-Williams
David Farrow – Town Clerk.

537 Apologies

Apologies were received from Councillor Thorne

538 Declarations of Interest

None were declared.

539 Minutes

RESOLVED to approve the minutes of the meeting held on the 17 February 2022.

540 Questions and Comments from Members of the Public

None had been received.

541 To receive a Presentation from Carl Bullock Managing Director MK Test Systems, Westpark

Mr Bullock explained to the committee that he was keen for his workforce to engage with the community and to offer voluntary support to groups or individuals. Councillors thanked him for his wish to have a positive engagement with the town and agreed that through their connections with community groups they would ensure that people were aware of the offer and that the Town Clerk would contact him to discuss any opportunities. Mr Bullock offered to host a future meeting of the Town Council at MK Test Systems which was welcomed

542 Funding Agreement with Court Fields School

A draft document had been circulated with the agenda. Councillor Thorne had sent suggested amendments to the Clerk which were tabled. The Town Clerk explained the importance of having an agreement in place given the sums involved. The Committee **RESOLVED** to Recommend to the Town Council that the Funding Agreement be accepted subject to changes to paras 5a, 5d, 5e and 5f and increasing the notice period in para 4 to two months suggested by Councillor Thorne. It did not however agree with his suggestion that if the school, stop the project part way through it should be asked to repay all funding it had received.

543 Assets of Community Value

A paper had been circulated with the agenda and a further paper relating to The Dolphin Pub written by Councillor Thorne was tabled at the meeting. The Committee noted the suggestion that further consideration should be given to applying for The Dolphin Pub to be designated as an Asset of Community Value and asked the Town Clerk to do further work to establish the reasons why the initial application was rejected, to establish the status of the Save The Dolphin Pub Group and to report back to a future meeting of the Committee.

544 Additional Section 106/Community Infrastructure Levy (CIL) Funding for Wellington Football Club.

Following the decision of Somerset West and Taunton in relation to the allocation of the Section 106 Funding for playing Pitches which resulted in the football club receiving £50,000 less than it had applied for the Committee **RESOLVED** to recommend to the Town Council that a further £50,000 of CIL funding should be allocated to the football club to make up the difference between what it had applied for and what it received.

545 To Consider Council Meeting Arrangements for May 2022

The Committee **RESOLVED** to recommend to the Town Council that the meeting arrangements for May 2022 should be as follows:

Annual Council Meeting – to be held on the 16 May 2022 and to incorporate the monthly Council meeting agenda and matters normally considered by the Finance Committee as that would not have been constituted at that time

Planning Meeting – to be held following the Annual Council Meeting on the 16 May 2022
Annual Parish Meeting to be held the following week and if possible to include a series of presentations from community groups the Council has supported over the year.

546 Town Council Work Plan

The updated Work Plan had been circulated with the agenda and was noted.

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

.....
Councillor Mark Lithgow
Chairman



THIS AGREEMENT is made on the XX day of XX 2022

BETWEEN:

- (1) **WELLINGTON TOWN COUNCIL** of 28 Fore Street Wellington TA21 8AQ
- (2) **COURT FIELDS COMMUNITY SCHOOL** of Mantle Street Wellington TA21 8SW (The Applicant)

WHEREAS:

- (A) Wellington Town Council has been allocated Community Infrastructure Levy (CIL) the purpose of which is to fund infrastructure improvements in the town to address the increasing population arising from residential developments in the town.
- (B) On **4th January 2022** 'the Applicant' submitted a Proposal to Somerset West and Taunton Council (SWTC) for funding towards **providing a 3G pitch on the school site**. In response, following discussions with SWTC, Wellington Town Council has agreed to provide such funding for the Project from its CIL budget.

NOW THIS DEED WITNESSETH AS FOLLOWS:

1. In this Agreement, the following words and phrases shall have the following meanings:

“Project”	The activity for which funding is granted as set out in the Proposal
“Proposal”	The application submitted to SWTC by the Applicant

2. This Agreement is entered into by Wellington Town Council pursuant to Sections 111 of the Local Government Act 1972 and Section 1 of the Localism Act 2011 and all other statutory and enabling powers
3. Any changes to these terms and conditions may only be made by agreement in writing between both parties

4. Either party may terminate this agreement at any time by giving to the other party not less than two months' notice in writing to that effect PROVIDED THAT on any termination the Applicant shall reimburse to Wellington Town Council any funding allocated to the Applicant under this agreement which has not been expended
5. Subject to the provisions of this Agreement, Wellington Town Council shall allocate funding for the Project up to a maximum of **£150,000** and shall make payments up to this maximum to the Applicant (either as a single payment or in instalments) subject to the following:
 - a. Any payment shall be dependent on the Applicant having first provided Wellington Town Council with a formal request for payment accompanied by service provider invoices and any other documentation Wellington Town Council shall require
 - b. Any request for payment submitted by the Applicant shall specify the sum requested and the purpose to which it is to be applied and be made between **15th February 2022 and 31st December 2025**.
6. The Applicant shall
 - a. use all funds received under this Agreement solely for the specific purpose identified in the request for drawing down as approved by Wellington Town Council under Clause 5
 - b. ensure that all services and works undertaken with the support of the funding provided under this Agreement are provided and carried out in full compliance with all applicable British Standards and professional requirements
 - c. reimburse to Wellington Town Council any funding not expended by **31st December 2025**
 - d. acknowledge Wellington Town Council on all published and printed material to be distributed in relation to the Project and include the Council's logo and/or the wording that the Project is "financially supported by Wellington Town Council" and acknowledge that Wellington Town Council is a key funder of the Project
 - e. provide Wellington Town Council with formal written monitoring reports at six monthly intervals in each financial year for the duration of the Project
 - f. at the request of Wellington Town Council produce any necessary insurance certificate(s) for inspection
 - g. not unlawfully discriminate (whether directly or indirectly) against any person on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, or sexual orientation, and shall comply with all relevant Equal Opportunities legislation

- h. ensure that the appropriate level of Disclosure and Barring Service (DBS) check is made for all employees/volunteers/contractors who will be working with vulnerable adults and children. Employees must not be allowed to work unsupervised with vulnerable people until the DBS disclosure has been received
 - i. comply with the Safeguarding Vulnerable Groups Act 2006 and have in place and maintain, a policy for the safeguarding of vulnerable adults and children. In the event that the applicant has not adopted any such policy, it shall adopt the policy relating to safeguarding adopted by Wellington Town Council
 - j. not employ either directly or through a third party any individual who has been barred from working with vulnerable adults through the Government's Vetting and Barring Scheme.
 - k. be responsible for all ongoing maintenance & costs relating to this funded project
 - l. be responsible for the inspection and maintenance of all funded play equipment and areas. Make sure it has been tested and certified to standard; play equipment BS EN 1176, Surfaces BS EN 1177, Fitness Equipment BS EN 16630 or a successive standard
 - m. ensure that materials and methods of construction used are consistent with Wellington Town Councils commitment to seek that the town is carbon neutral by 2030 and to provide information on how this is being achieved in the monitoring reports (see para e above)
7. Wellington Town Council shall be entitled to monitor the use and spending of the funding allocated to the Applicant and the progress of the Project and shall be entitled to
- a. request monitoring information from the Applicant who shall provide such information within 3 weeks of such request
 - b. attend informal ad hoc meetings to discuss monitoring and any other issues in relation to the Project
8. In the event that Wellington Town Council considers any request under Clause 5 or any supporting information as submitted by the Applicant to be false or misleading then Wellington Town Council reserves the right to demand the repayment of the whole or part of any funding paid up to that point
9. Both parties shall observe their obligations under the Data Protection Act 2018, and associated regulations to ensure full compliance with the law relating to personal information held on paper and within electronic databases
10. Where there is any dispute over any terms and conditions set out above, the parties shall

- a. first meet to try to resolve such matters. If deemed appropriate, either party may invite senior representatives to such a meeting
- b. In the event that the parties fail to resolve the Dispute amicably it shall be referred to a process of mediation to be agreed upon by the parties in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure

11. This Agreement is governed by and interpreted in accordance with the law of England

EXECUTED by the Parties on the day and year first before written

**Signed on behalf of
WELLINGTON TOWN COUNCIL**

**Signed on behalf of
COURT FIELDS SCHOOL**

THE PROPOSAL



Application - Court
Fields School 3G Pit

WELLINGTON TOWN COUNCIL – GREEN CORRIDOR LAND

This paper summarises the commitments that Wellington Town Council is prepared to make in relation to the ongoing management of the Green Corridor Land as part of a 125 year lease with Somerset West and Taunton Council and its successor authority.

- It will ensure that the land remains available for public use and use it to promote recreation, healthy lifestyles, local food growing (see below) and the development of arts and cultural spaces.
- It will ensure that the land is maintained in a way that promotes biodiversity whilst ensuring the health and safety of those accessing it.
- It will honour existing agreements and licences with community groups to carry out work on those areas of land covered by any agreement.
- It will consult with the community and community groups to seek views on how to make best use of the land
- It will work with the Wellington Community Food Group to establish a Community Farm on the land
- It will extend the existing Basins Allotments site to create more allotments to encourage greater self-sufficiency in food production and support the reduction of the town's carbon footprint.
- It will work with the Wellington Sports Federation to explore the possibilities of developing additional playing pitch capacity on the land
- It will seek to improve active travel options across the land linking Tonedale and Westford with The Basins and through to Rockwell Green by developing an infrastructure that promotes walking and cycling and is accessible to all irrespective of any mobility issues they may have.
- It will use the land to enhance biodiversity and reduce the towns carbon footprint through planting more trees and wildflower meadows to sequester carbon and create a more biodiverse and resilient environment. This will also help with natural flood management and healthier soil.
- It will increase the amount of viable habitat for wildlife in the area helping natural ecosystems to thrive.

To enable this work to be developed and delivered the Town Council will allocate at least £20,000 per annum for the first 5 Year Management Plan to enable work to be done directly but also to support applications for grant funding. This amount will be reviewed for the second Five Year Management Plan commencing in the 2027/8 Financial Year. This amount has already been included in the 2022/3 budget in anticipation of costs associated with the acquisition of the land.

Dave Farrow
Town Clerk
April 2022

