

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL  
HELD AT Court Fields School Hall, Wellington TA21 8SW on Monday 7<sup>th</sup>  
February 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. J Hunt joined the meeting at item 4(d)

David Farrow (Town Clerk)

Annette Kirk (Deputy Clerk)

Alice Kendall (Deputy RFO & Assistant Clerk)

Mike Hicks Planning Officer - Somerset West & Taunton District Council

One member of the press in attendance.

Two members of the Public

**458. APOLOGIES**

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

**459. DECLARATIONS OF INTEREST**

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.

**460. PUBLIC PARTICIPATION**

Emails with attachments were received from the applicant of Case ref: 43/21/0132.

Documentation was circulated to Councillors prior to the meeting.

The applicant spoke and raised concerns over the recommendation that the planning application be refused.

**461. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:**

- a) **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

The Council **RESOLVED** to defer a decision to March 2022 Planning meeting to enable the applicant's agent and the Planning Officer at Somerset West and Taunton's Planning Department to iron out the two reasons for refusal as detailed in the Planning Officer's report, as there appeared to be a willingness from the applicant to make the required changes.

- High level window to the west side
- Rear Pitched Roof

Councillor M Barr briefly left the room

- b) **Case Ref: 43/21/0131** Proposal: Erection of a single storey extension to the garage for ancillary accommodation at 15 Blackmoor Road, Wellington

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

Councillor M Barr re-entered the room

- c) **Case Ref: 43/21/0111** Proposal: 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.

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

- d) **Case Ref: 43/21/0126** Proposal: Erection of a first-floor extension over the garage at 15 John Grinter Way, Wellington

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

- e) **Case Ref: 43/21/0130** Proposal: Erection of a single storey extension to the side of 71 Pear Tree Way, Wellington

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

- f) **Case Ref: 43/21/0133** Proposal: Erection of a single storey side and rear extension with the demolition of the linked garage at 14 Queens Road, Wellington

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

**462. 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: 43/22/0005/T** Proposal: 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)

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

- b) **Case Ref: 43/21/0061** Proposal: Application for Outline Planning, with all matters reserved, for the erection of 3 No. dwellings on land to the west of Haymans Mill, Westford, Wellington as amended by agents email of 15th September 2021 "Application for Outline Planning, with all matters reserved, for the erection of 2 No. dwellings on land to the west of Haymans Mill, Westford, Wellington" – Deferred from Oct 2021 Planning Meeting

**RECOMMENDED** that this application be refused on the following grounds:

- Detrimental impact on the street scene and neighbouring properties.
- Safety of children walking to school – no pavements
- Concerns over the impact on the Leat and Westford Nature Reserve.
- Development on this site would spoil the integrity of the surrounding area.

**463. ANNUAL AGREEMENT FOR DELEGATED PLANNING AUTHORITY BETWEEN SWT AND WTC.**

**RESOLVED TO** renew the Delegated Planning Authority Agreement between Somerset West & Taunton District Council and Wellington Town Council from 1<sup>st</sup> April 2022 at the same charge of £150 for each attendance of the Planning Officer.

**464. WITHDRAWN PLANNING APPLICATION**

Case Ref: 43/21/0134 – Relocation of boundary wall to include additional land at 18 Blackdown Meadow, Wellington. The application has been withdrawn. Notification circulated to all Councillors prior to the meeting.

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

<b>Application Number</b>	<b>Proposal</b>	<b>Address</b>	<b>WTC Recommendation</b>	<b>SWT (Somerset West and Taunton) Decision</b>
43/21/0099	Erection of a single storey extension to the rear of	42 Mitchell Street, Wellington	Approval	Approved

**The meeting ended at 6.58pm**

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

## WELLINGTON TOWN COUNCIL MINUTES 7 February 2022

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

**PRESENT:** Councillor M Lithgow (Mayor),  
Councillors M Barr C Booth, A Govier, R Henley, J Hunt, 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).

One member of the press was in attendance.

#### **466 WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting.

#### **467 APOLOGIES**

Apologies were received and accepted from Councillor S Pringle-Kosikowsky.

Councillors W Battishill and D Bradley were absent.

#### **468 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.

#### **469 MINUTES**

**RESOLVED** to approve and formally adopt the minutes of the Planning and Full Council meetings held on 10 January 2022 and the Extraordinary Meeting held on the 26 January 2022.

#### **470 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

No requests were received

#### **471 REPORT FROM THE MAYOR**

The Town Clerk had circulated details of The Mayors engagements prior to the meeting.

#### **472 CLERK'S REPORT**

The Clerk's report had been circulated with the agenda and was noted. It was noted that there was an error in the total cost for Christmas Lights 2019. Following the meeting the Town Clerk confirmed that the SWT invoice for 2019 was £22,738.38 and the cost of light hire was £5009.41 making a total cost of £27,747.79.

## WELLINGTON TOWN COUNCIL MINUTES 7 February 2022

### **473 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM**

Sergeant Dan Bishop presented his report to the Council and a printed copy was circulated by email during the meeting.

In response to a question from Councillor Thorne, Sergeant Bishop advised that there were 42 Speed Watch Groups across Wellington and surrounding areas but that they were very area specific, and more were always welcome.

In response to a point made by Councillor Booth Sergeant Bishop said that people should report any concerns they have to the police otherwise they wouldn't know they existed.

### **474 TO RECEIVE AN UPDATE RELATING TO THE PROPOSED DEVELOPMENT ON LAND ADJACENT TO THE A38 AND M5 SPUR**

Mr Simon Coles of Tetrattech Planning and Mr Steve Godfrey of Chelston Heath LLP gave an update on progress and answered questions from Councillors. The plans for the development have been submitted for outline planning approval.

### **474 TO RECEIVE AN UPDATE FROM REMINISCENCE LEARNING ON ITS CHRYSALIS BUTTERFLY EVENTS**

Fiona Mahoney, Chief Executive Reminiscence Learning updated the Council on its Chrysalis Butterfly Campaign. Councillors praised the work of Reminiscence Learning and it was **RESOLVED** that the Town Council support the campaign by purchasing two jigsaw pieces at a cost of £120 with the funding to be taken from the Health and Wellbeing Budget.

### **475 MEETING OF THE TOWN CENTRE COMMITTEE HELD ON THE 12 JANUARY 2022**

The minutes of the meeting had been circulated with the agenda. Councillor Lithgow advised that funding for the artwork installation at the Community Centre may be able to be sourced from elsewhere so the recommendation in the minutes do not have to be considered at this stage.

### **476 MEETING OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THE 20 JANUARY 2022.**

The minutes of the meeting had been circulated with the agenda. It was **RESOLVED** that

- (a) That the Terms of reference for The Rifles Freedom of the Town – Working Group as amended by the Committee be approved and
- b) That the Council appoint a Town Crier as voluntary roles with costs of uniform and expenses to be paid from the Promoting Wellington Budget. The role of Portreeve will be subject to further consideration.

**477 LONGFORTH ROAD TOILETS**

It was **RESOLVED** that the contract for cleaning the Longforth Road toilets should be put out to competitive tender as soon as possible. A second proposal to reduce the current cleaning arrangements to one clean a day was not passed.

**478 TO CONSIDER ARRANGEMENTS FOR THE QUEENS PLATINUM JUBILEE CELEBRATIONS**

A report was circulated with the agenda. It was **RESOLVED** that:

- (a) The Town Centre Committee be 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 be placed on Hilly Head as part of the national Beacon Lighting Ceremony on the 2nd June.
- (d) it is recognised that these events will require staff support over bank holidays and a weekend the Council agreed 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.

**479 GRANTS**

**(a) Wellington Produce Market** – The Finance Committee considered an application from the Wellington Produce Market who are seeking a grant of £3,300 towards first year costs as detailed in the application which was circulated to councillors prior to the meeting. It was **RESOLVED** to approve the application although consideration should be given by officers to which budget the payment should be made from.

**480 RENEWAL OF PHOTOCOPIER RENTAL & PRINTING AGREEMENT**

It was **RESOLVED** that a new contract be taken up with the Council's current supplier as it was the most cost-effective option while providing a very satisfactory scheme to reduce carbon emissions.

There being no further business the meeting closed at 8.25pm

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







## **REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 7 MARCH 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. Discussions with ID Verde and SWT Council indicate that the current level of street cleaning is appropriate for the town.

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

Following my last report 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.

## **8 Town Council Elections**

These will take place on the 5 May with the Pre-Election Period commencing on the 21 March 2022. The Town Council has now received the Notices of Election which need to be put up for display between the 18 and 21 March 2022 and a supply of Parish Nomination Packs. If anyone would like a pack, I will have them with me at the meeting or you can drop in to the office to collect one. Completed forms need to be returned to The Deane House, Taunton by 4pm on Tuesday 5 April 2022.

## **9. Council Offices**

I am pleased to report that we are having positive discussions with SWT regarding external redecoration of the building. They have agreed to repaint the windows, hopefully ensuring that the Council Chamber Windows which we have just had unsealed will not be sealed up again, and we are asking the all other woodwork e.g. doors are also repainted.

## **10. Field at Lower Westford**

I am pleased to be able to confirm that we completed the purchase of the Field at Lower Westford on the 14 February 2022. I did advise councillors by email at the time. We are in the process of developing a management plan for the field, we have arranged for a Tree Surgeon to carry out an assessment of the two trees in the field (both with Tree Preservation Orders) and have advised our insurers of the acquisition.

## **11. Railway Station – Metro Board**

I have now been invited to attend meetings of the Metro Board to support Councillor Barr in representing the interests of the Town Council and town.

## **12. Monthly Bank Reconciliation**

Attached as appendix A.

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

2 March – 10.30 - Unitary Authority – regular town and parish clerk briefing with project team.

4 March - 11.00 - Metro Board Meeting

9 March – 16:00 - Town Centre Committee – URC Church Hall

9 March – 18:30 - Environment and Open Spaces Committee – URC Church Hall

15 March - 18.30 - Policy and Resources Committee – URC Church Hall

16 March – 10.30 - Unitary Authority – regular town and parish clerk briefing with project team.

21 March – Pre Election Period Starts

Dave Farrow  
Town Clerk  
1 March 2022





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 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	
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. 1/3 Draftbeing considered at March Council meeting	£40,000

Key



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	
<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 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			1/2 Working group in place and meeting. Initial plans drafted. Being considered at Feb Council meeting . 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	£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.	
<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 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	

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.	£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 1/3 Neither Rifles or 40 Commando can commit to contributing to Armed Forces Day event. Discussions ongoing with RBL local branch	
<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 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		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 1/3 Clerk and Admin Assistant have attended two briefing sessions and have started to gather information	
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	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 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	
<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	



**WELLINGTON TOWN COUNCIL**

**MINUTES OF A MEETING OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE HELD AT WELLINGTON COMMUNITY CENTRE ON THURSDAY 10 FEBRUARY 2022 AT 6.30PM**

**Present:** Councillors M McGuffie (Chairman), C Booth, J Lloyd, S Pringle-Kosikowsky and V Stock-Williams.  
**In attendance:** Councillor J Thorne  
David Farrow, Town Clerk  
Alice Kendall, Deputy Responsible Financial Officer/Assistant Clerk  
Three members of the public

**466 APOLOGIES**

Apologies were received from Councillor Lithgow.

**467 DECLARATIONS OF INTEREST**

No interests were declared.

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

No representations had been received

**469 TO RECEIVE A PROPOSAL ON THE REFURBISHMENT OF THE RICHARDS CLOSE PLAY AREA**

A draft specification, consultation leaflet and process for tendering had been circulated prior to the meeting. It was suggested that the consultation with residents should be extended to include houses in the Millstream Gardens area.

The Committee **RESOLVED** to approve the specification and that the consultation leaflet should be distributed as soon as possible. Results of the consultation will be considered at the March meeting so that adjustments can be made before advertising to tender during April.

**294 DEVELOPING A STRATEGY FOR ACHIEVING THE COUNCIL'S POLICY TO REDUCE CARBON EMISSIONS**

After some discussion it was resolved to **RECOMMEND** to the Full Council that the Policy, amended to reflect changes to wording suggested at the meeting, should be adopted.

**295 DEVELOPMENT OF A LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN**

The Town Clerk updated the Committee on the progress of the plan. He had attended one briefing session the previous week and another was taking place on 17<sup>th</sup> February. The output of the process would be a 10 year plan to improve cycling and walking infrastructure in the town. It was agreed that even though the suggestion in the paperwork was that not all identified improvements might be made the option was there for the Town Council to implement as many improvements as it was able to.

**470 STREET TREE PROJECT**

After some discussion, the suggestion of Working Party to develop a costed plan for the installation and maintenance of street trees was not agreed as it was considered that enough work had been done by Transition Town Wellington (TTW) to enable officers to progress the work. It was agreed that representatives of TTW would meet with Council officers, who had not had sight of the work referred to, to share documentation and discuss next steps

**471 GREEN SPACES**

The Town Clerk provided a verbal update on the position in relation to the proposed purchase of the Green Corridor Land by Somerset West and Taunton Council. A more detailed update in the terms of any agreement with SWT regarding future management arrangements of the land will be provided to the next meeting of the Policy and Resources Committee

There being no further business, the meeting closed at 8.30 p.m.

.....  
**Councillor Michael McGuffie**  
**Chairman**



**WELLINGTON**  
TOWN COUNCIL  
Serving Wellington & Rockwell Green

# Climate Change Strategy

**draft for full council approval  
(adopted EOS committee 10/2/2022)**



# Our strategic plan

- Reduce council greenhouse gases
- Get suppliers to reduce greenhouse gases
- Consult with local people, organisations businesses and local parishes / councils
- Identify actions in the community and help through funding and other support



# Outline Timetable

*Make Strategy*

*Make Action Plan*

*Do Actions*

*Revise Action Plan and Strategy*

*Now*

->

->

->

*2022*

->

->

->

*2030*

# Our first draft action plan – for discussion

Administration action	status	Practical actions	status
Agree policy	Done	Add climate change to grants policy	Done
Agree strategy	Started	Update procurement policy	To be done
Start action plan	Started	Update asset management process	To be done
Consult stakeholders	To be done	Arrange councillor introduction to Climate Emergency	To be done
Create Partnership engagement plan	To be done	Create active travel plan (cycling and walking)	In progress
Form LCN local parishes group on Climate change and environment	To be done	Contact local groups to discuss / coordinate climate plans	To be done
Add Bio diversity to Climate Strategy	To be done	Contact other town councils for ideas / plans	To be done
<b><u>More actions to be added</u></b>		<b><u>More actions to be added</u></b>	





# Get involved

- What do you think the Town Council should do?
  - Please suggest three actions the Town should do
- Can you help or want to get involved?
  - Please let us have your contact details and what you would like to do
- Do you know of organisations with climate change plans or would like to be involved?
  - Please put us in touch with them



# Contact us

Email - [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

Facebook -

<https://www.facebook.com/WellingtonTownCouncil/>

Website -

<https://www.wellingtontowncouncil.co.uk/contact-us/>

Telephone - 01823 662855

Address - Wellington Town Council, 28 Fore Street,  
Wellington, Somerset TA21 8AQ



# Next steps – for discussion

<b>January 2021</b>	agree draft strategy for consultation Design consultation for strategy and action plan development
<b>February 2022</b>	consultation with local people and organisations begin to draft action plan and coordination with local people plans
<b>March 2022</b>	Agree final strategy and continue to draft action plan development
<b>April 2022</b>	Implement action plan
<b>Ongoing during 2022/23</b>	review outcome of actions taken develop further actions review strategy bi-annually (September and February) consider including Ecological / Bio-diversity emergency.
<b>Opportunities</b>	Consult with local parishes – draw up joint plans / actions Bring together similar local organisations to share plans and best practice Promote climate change to local residents Change procurement policy Create active travel plan for Wellington Contact Frome and Glastonbury councils for ideas and guidance



# Partnerships – draft for discussion

- **People list for consultation / partnerships / communication / connections / synergies**
- **Consultation list / plan (TBA)**

<b>Council and locality</b>	Councillors Staff Residents
<b>Businesses</b>	Utilities Manufacturers Farms and the agricultural sector Somerset Waste Partnership Shops (large and small)
<b>voluntary groups</b>	Faith groups Youth groups
<b>public bodies</b>	NHS Schools Councils
<b>Others?</b>	



# Partnerships – Working with partners

- A communications / consultation plan that:
- Brings together partners to identify joint actions and projects
- Builds community awareness and involvement in actions and projects
- Informs the Council of the plans of other councils / public/ private / voluntary sector organisations
- Allows coordination between local plans



# Methods

- Scope of strategy
- Our approach
- How we will achieve this
- Effectiveness of actions
- Staffing
- Budget



# Method - Scope of strategy

Focused on Wellington but will coordinate and cooperate with surrounding parishes and Somerset Council area

Focused on the areas where most greenhouse gases are produced and / or where reductions are easiest and quickest to achieve.





# Method - Our approach

We are only part of the community wide effort to achieve net zero carbon emissions and defeat climate change.

Many local organisations and individuals are taking action on Climate change.

We will support these efforts, change our own activities and processes and promote further action in the community.





# Method - How we will do this

- We will consult with the community and create an action plan
- Actions will be assessed for value for money and effectiveness and prioritised.
- Actions will be implemented using the Council's project management approach
- Actions and the Action plan will be reviewed regularly and when completed



# Method - Effectiveness of actions

- Baselineing, benchmarking and Value for Money
  - Needs to be in place for each action
  - To be determined for each project plan
  - Controls “green washing and wishing”



# Method - Staffing

Other Town Council's have employed staff to manage and implement their Climate strategies.

Additional members of staff may be needed to support this strategy



# Method - Budget

40K budget for 2022/23 is available. This includes

£3K allocated to an active travel project

£9K allocated to planting street trees in the high street

Spending in all Council budgets will take due regard of the climate policy / strategy in order to achieve impact across council activities.



# Context

- About Wellington
- A Global issue
- Climate change emergency
- The Net Zero target
- Wellington's policy



# Context - About Wellington



Wellington is a small town of about 15,000 people set in a mainly rural area on the Somerset / Devon boarder.

Wellington Town Council is small and provides services by commissioning directly or providing funds to other local organisations. It has four staff and a budget of £500,000.

There is little scope for reducing emissions from the council's current activities. After Somerset Unitary Council is created, the town council is likely expand.

The council will consider climate change impacts as it expands and also seek to influence and facilitate the reduction in greenhouse gas emissions by the wider community.





# Context - A world-wide issue



- Climate change requires all the world to work together because the air is a shared resource.
- The council will bear in mind this international dimension when prioritising actions.



# Context - The Climate Change Emergency

- Climate change is caused by “greenhouse gases” (mainly carbon dioxide) released by burning oil, gas and coal.
- Climate change causes heat waves, flooding, storms, sea level rise and food shortages.
- Rapid reduction in greenhouse gases is needed now (because they stay in the air warming the planet for tens or 100s of years).





# Context - The “Net Zero” target by 2030

- The Government wants to reduce greenhouse gases to zero by 2050. They must be cut in half by 2030.
- Somerset County Council target is net zero emissions across Somerset by 2030.
- This is a huge change in a short period of time and a big effort across society.
- Wellington Town Council will to play it's part by
  - reducing it's own greenhouse gas emissions
  - helping the town to reduce its emissions of greenhouse gases
  - Locking any unavoidable emissions away from the environment (for instance, by planting trees).



# Context - Wellington Town Council Climate Change Policy

**At its meeting on the 6 September 2021 the Council resolved that it and the town should take rapid steps to reduce carbon emissions going forward**

## c) Proposal to Adopt a Climate Emergency Priority

That the Town Council should adopt a specific policy that it and the town should take rapid steps to reduce carbon emissions going forward, so that becoming carbon neutral by 2030 in line with local, national and international government commitments is achievable

The policy will require a strategy to be developed that sets out how this could be achieved both in relation to the Council's own activities and also across the town as a whole given the Council's role in place leadership.

The responsibility for the development and delivery of the strategy should sit with the Environment and Open Spaces Committee.

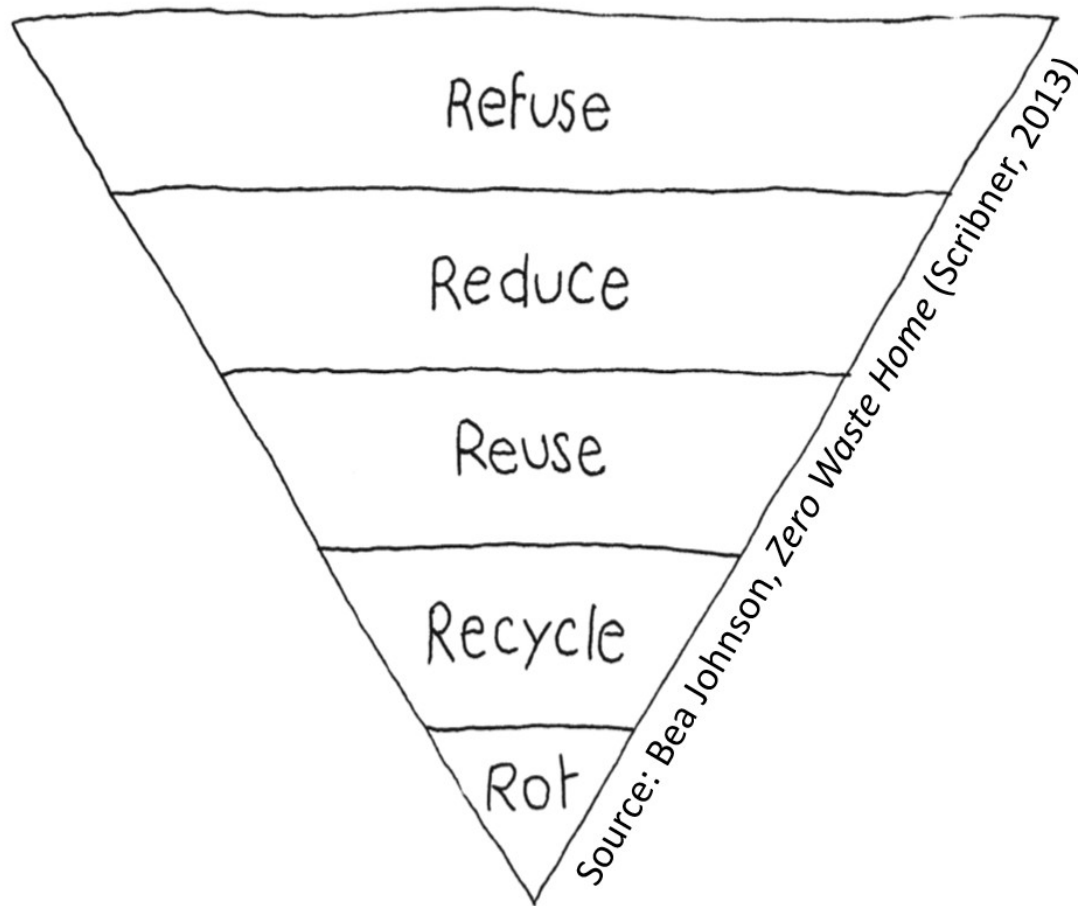


# Background

- Environmental efficiency pyramid
- Environmental efficiency
- Greenwash / wish
- Sources of CO<sub>2</sub>
- Opportunities for reduction
- CO<sub>2</sub> trends
- Warming trends



# Background - Environmental efficiency pyramid



- There are many versions of this.
- The key idea is:  
**Reduce resources used in order to preserve the environment**



# Background - Environmental efficiency

Stage	Means / for example
<b>Prevents all emissions and environmental pollution</b>	
<b>Refuse</b>	Avoid using resources if there is no or little benefit / change behaviour Refilling water bottles and reusing carrier bags
<b>Reduces the need for more items. The same benefits with less fuel and materials.</b>	
<b>Reduce</b>	Use less resources Driving more slowly to save petrol; replacing clothing less frequently
<b>Reuse</b>	Many “single use items” can be used over and over Wash and re-use ice cream and other containers for food or storage.
<b>Things are used longer reducing carbon emissions, pollution and replacement costs</b>	
<b>Repair</b>	Extend the life of resources by repairing and maintaining them Repair shoes, domestic appliances and so on/
<b>Repurpose</b>	When items are beyond repair (or not needed) they may find another use. Old freezers used as compost bins.
<b>Get maximum value from items at the end of their useful life</b>	
<b>Recover</b>	When items have been disposed of, they can be recovered and recycled
<b>Rot</b>	Organic composting stops emissions of methane and provides soil for growing
<b>Dispose</b>	Environmentally responsible disposal of items that can't be used or recycled.

# Background – “Green-wash / wish”

## To deliberately or accidentally :

- look environmental without really making a difference - a “cover up”
- real concerns lead to "good idea" solutions without analysis

## For example:

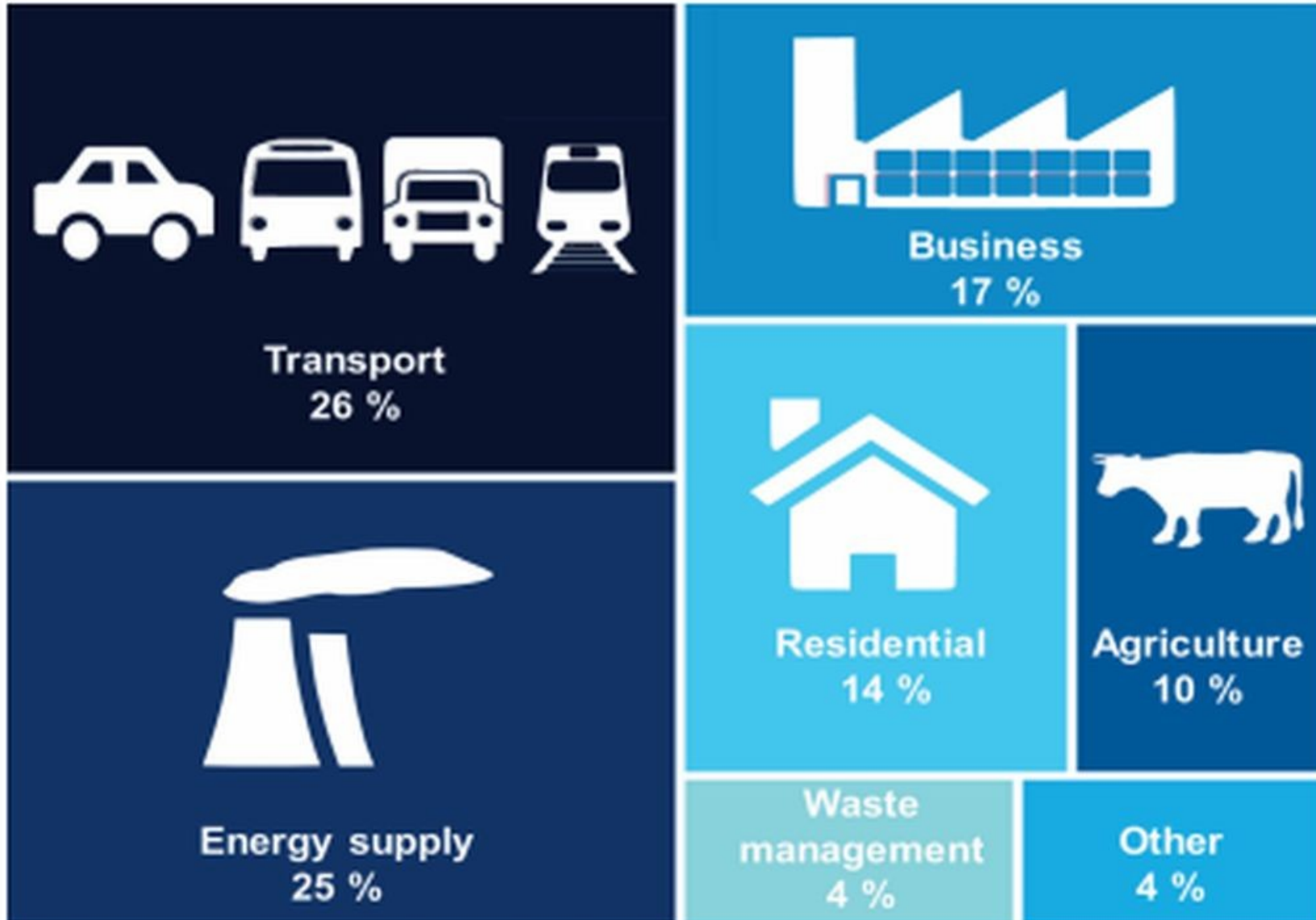
- Electric vehicles don't use petrol but the CO<sub>2</sub> used in making, charging and disposing of them is ignored – a small used petrol car can be better than a new EV car
- UK CO<sub>2</sub> emissions have fallen in the last 20 years (but only if CO<sub>2</sub> from imports from China, shipping and aviation are ignored)
- New transport infrastructure to reduce car journeys but which ignores the “carbon cost” of construction or that cars will become electric soon





# Background – sources of CO<sub>2</sub>

Transport becomes the largest emitting sector of UK 2016 greenhouse gas emissions



# Background – opportunities to reduce CO2

## Cutting your carbon

### **Take fewer - or no - flights.**

Air travel contributes almost a quarter of the average person's annual emissions. Take a train if possible.

### **Improve the efficiency of heating your home.**

Good draught-proofing, modern boilers and insulation will cut energy use - and bills.

**Eat less meat,** particularly beef and lamb. Cows and sheep emit large quantities of methane, a powerful global warming gas. A vegan diet can cut emissions from food by up to a fifth.

### **Leave the car and walk.**

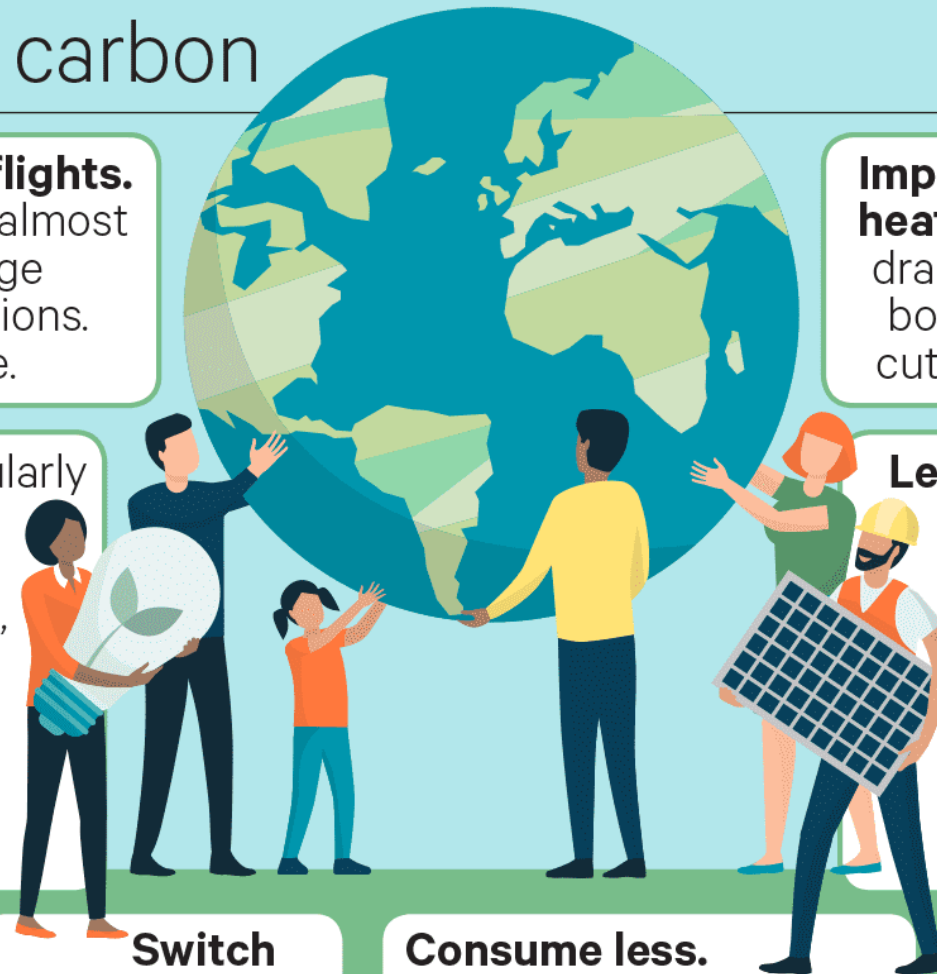
Reducing journeys from 15,000 to 10,000 miles a year will save more than a tonne of carbon dioxide - about 15 per cent of the average person's emissions.

**Repair and re-use.** Keeping appliances in operation longer can reduce the burden on scarce resources and help avoid waste.

**Switch to low-energy lighting.** LEDs have become much cheaper and run on less power than halogen lights.

**Consume less.** Simply buying less stuff is a good route to a smaller carbon footprint. The fashion industry is one of the biggest contributors to greenhouse emissions.

**Make sure home appliances are energy-efficient.** Reducing use of washing machines, tumblers and dishwashers will also help.

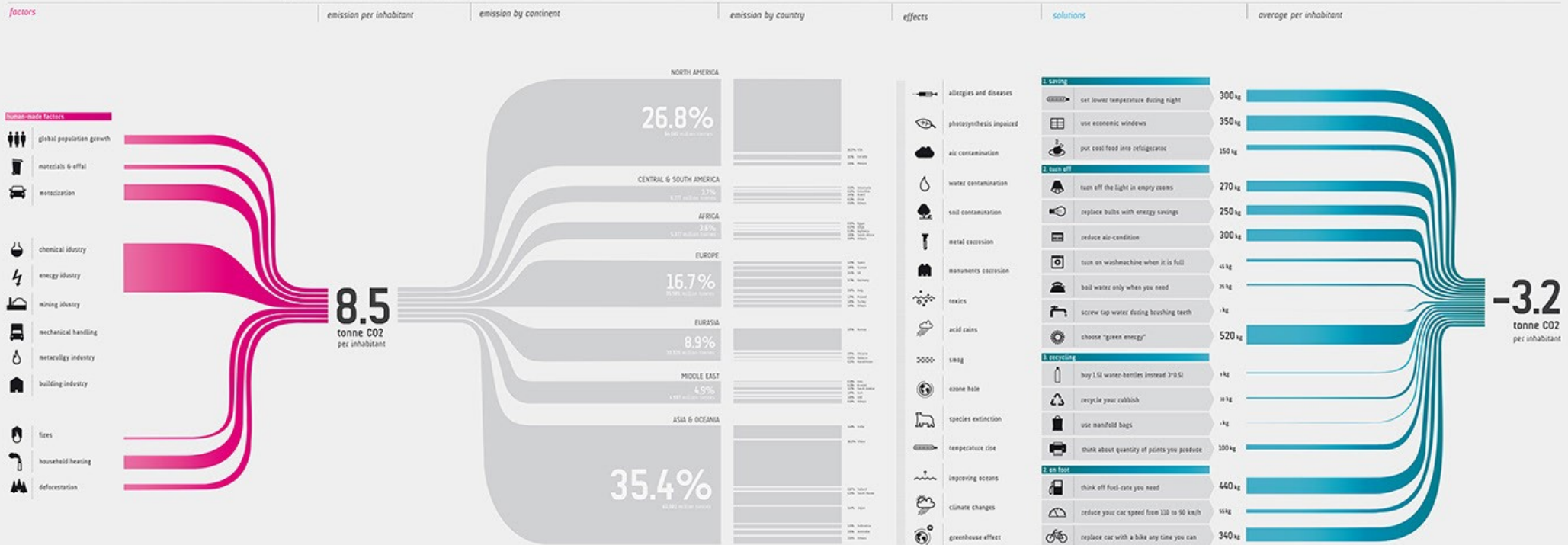




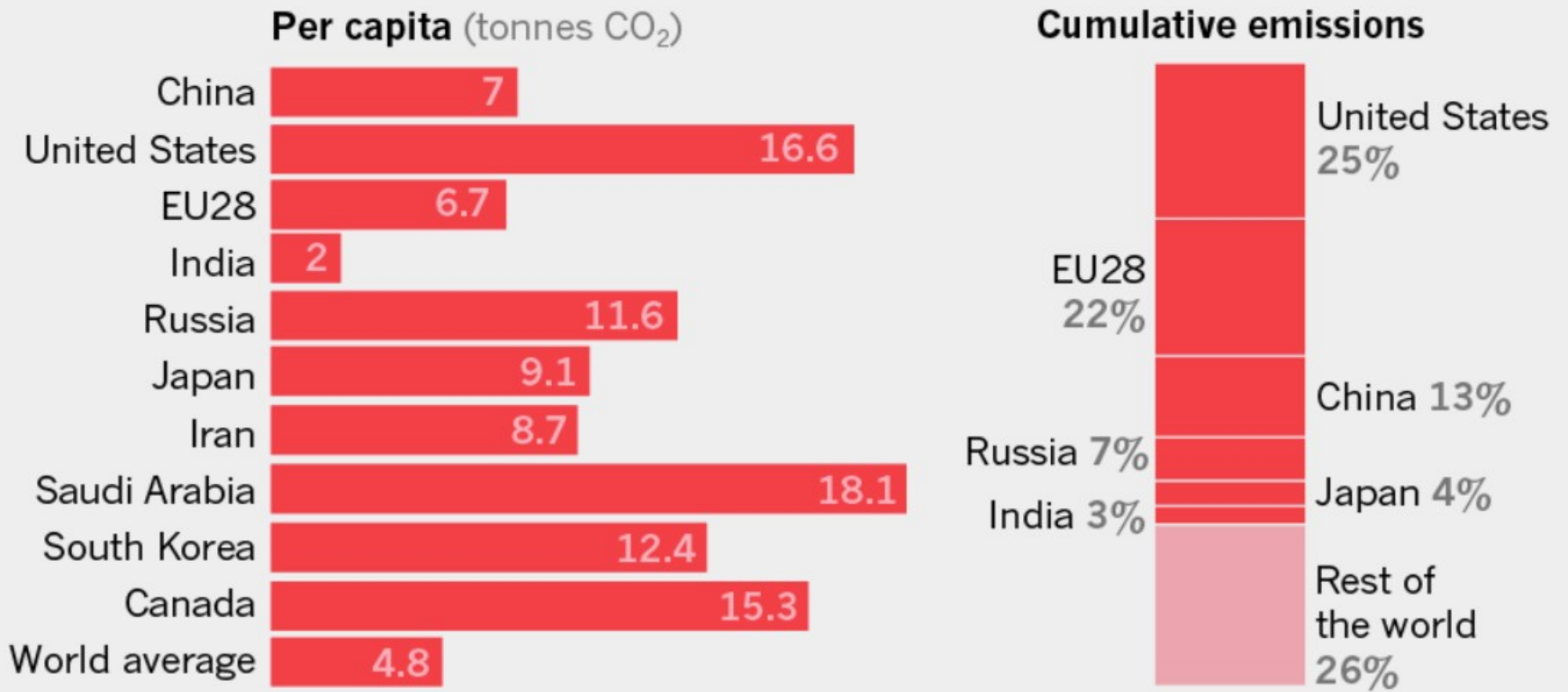
# Background – opportunities to reduce CO2



## Global Emission of carbon dioxide | How to reduce CO2 emission?



# Background – opportunities to reduce CO2

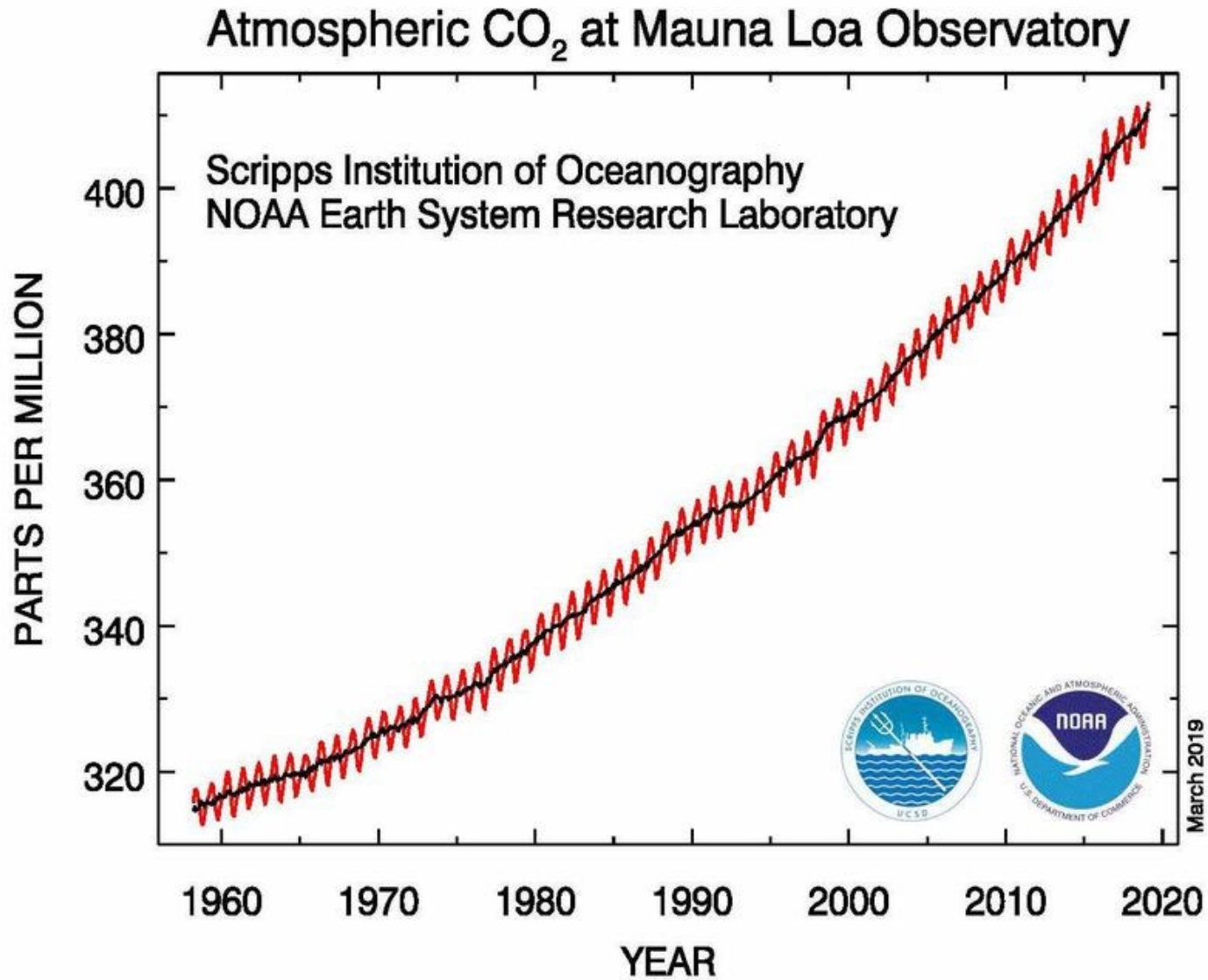


**Note:**

China emissions include making goods exported to the developed world  
India emissions are for a nation of over 1 billion people, many very poor  
Russia, Iran, Saudi Arabia, Canada have high emissions due to being oil and gas producers



# Background – CO<sub>2</sub> trends





# Background – Warming so far and predicted (2016)

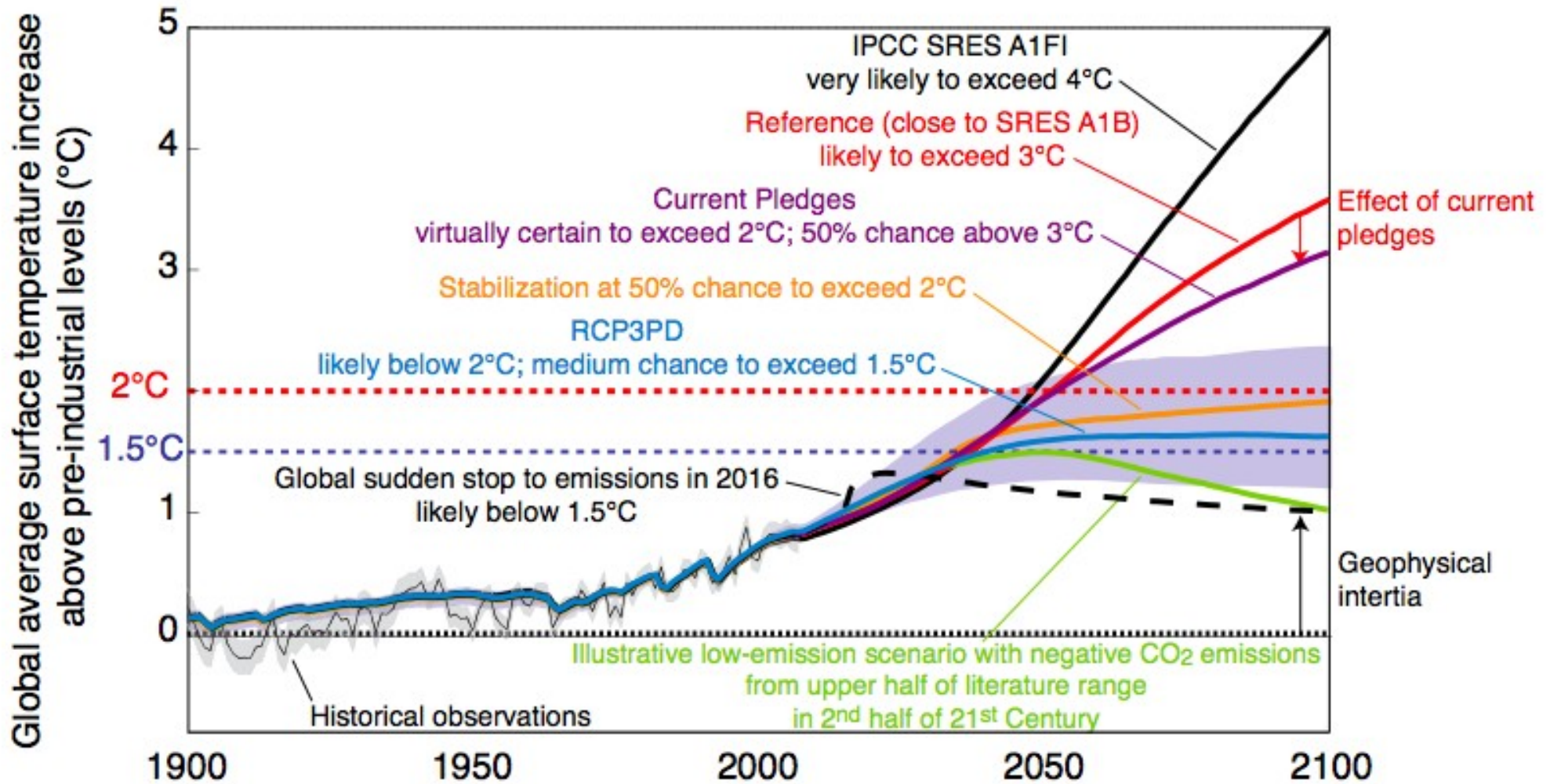


Figure 6: Predicted global temperature increases by the end of this century given various emission scenarios [<https://www.carbonbrief.org/future-climate-projections-five-graphs-from-three-reports>]



## WELLINGTON TOWN COUNCIL

### MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE WELLINGTON COMMUNITY CENTRE 17 FEBRUARY 2022 AT 6.30pm

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

#### **472 Apologies**

No apologies were received.

#### **473 Declarations of Interest**

None were declared.

#### **474 Minutes**

**RESOLVED** to approve the minutes of the meeting held on the 20 January 2022.

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

None had been received.

#### **476 Specification for Cleaning the Longforth Road Toilet Block**

The Committee considered the draft document circulated with the agenda and with some minor amendments **RESOLVED** to recommend to Full Council that the specification be agreed and used as the basis for the tendering process.

#### **477 Vision for Wellington Town Council**

The Committee considered the document that had been circulated with the agenda and with minor amendments **RESOLVED** to recommend to the Full Council that it be adopted and used as the basis for the Town Councils work.

#### **478 Somerset West and Taunton (SWT) Land Purchase**

A paper had been circulated with the agenda and the Town Clerk tabled a document received from SWT after the agenda had been circulated. The Committee **RESOLVED** to recommend to Full Council that the draft Heads of Terms should be accepted as a basis for further discussion.

#### **479 Westford Field**

The Town Clerk advised the Committee that the purchase of the field by the Town Council had been completed on the 14 February 2022. A paper had been circulated with the agenda in anticipation of that and the Committee **RESOLVED:**

- (a) To recommend to Full Council that one Dog Bin be installed near the access gate from Linden Hill.
- (b) That further consideration be given to the name for the field and the views of the community should be sought.
- (c) That once the name is finalised signs should be installed.
- (d) That discussions should take place with appropriate local community groups in relation to how best to utilise the field to have the greatest impact on biodiversity and reducing the towns carbon footprint.

(e) To recommend to Full Council 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 in to.

At this point Councillor Lithgow had to leave the meeting and Councillor Stock-Williams assumed the Chair

**480 Proposal for the Use of Community Infrastructure Levy**

Councillors Govier and Thorne outlined discussion they had been having with St Johns School about the need for toilet/changing facilities at its playing field which is some distance from the school. The school had said it would be happy for other groups, for example the football club, to make use of the field so there would be wider community use.

The Committee agreed that in principle the proposal was something that it would wish to support and recommend funding through the Council's CIL Budget but that more detail was needed before a formal recommendation could be made and Councillor Govier agreed to have further discussions with the school.

**481 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 8.00pm**

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

**FOR CONSIDERATION BY THE POLICY AND RESOURCES COMMITTEE OF  
THE TOWN COUNCIL 17 FEBRUARY 2022**

**The Purchase of Land at Lower Westford.**

**1. Introduction**

The purpose of this paper is to make recommendations in relation to actions to be taken now that the purchase of the land at Lower Westford has been completed.

**2. Recommendations**

2.1 To consider whether to install one or two dog bins in the field on the basis of the costs set out below.

2.2 That the field is named Hilly Piece Field reflecting what it was called on the 1840 Tithe Map.

2.3 That signs are erected at the two entrances to the field showing that it is owned by Wellington Town Council and with the name of the field as above.

2.4 That discussions take place with Transition Town Wellington in relation to how best to utilise the field to have the greatest impact on biodiversity and reducing the towns carbon footprint

2.5 That the oversight of the fields management is undertaken by the Environment and Open Spaces Committee

**3. Background**

3.1 the purchase of the land at Lower Westford was completed on the 14 February 2022.

3.2 the field is regularly used by dog walkers either as a circuit in itself or as part of a longer walk. The closest dog bins to the field are at Westford, Rockwell Green or The Basins all some distance from the field itself. The option is to install one bin at one entrance to the field or to install one at each of the two entrances (off Burchills Hill and by the gate by the railway crossing).

3.3 Somerset West and Taunton Council charge £395 to install a dog bin and then £6 each time it is emptied which would normally be twice a week. The total cost of installing and having one bin emptied would be £1,019 in year 1 followed by annual costs of £624 for emptying and two would cost £2,038 in year one plus £1,248 pa in following years.

3.4 Throughout the purchase process the land has regularly been referred to as 'Land at Lower Westford', 'Westford Field' or 'Thatched Cottage Field'. It is suggested that having a consistent name will help if nothing else with our identification of it. The 1840 Tithe map shows that the field was know as Hilly Piece. It is therefore suggested that the field is known as Hilly Piece Field.

3.5 Having now purchased the field it would be appropriate to erect signs at the two entrances showing that it is owned by Wellington Town Council. Cast iron signs with the Wellington Town Council Crest and the name of the field would cost c£400.

3.6 Whilst the Town Council can ensure that appropriate maintenance is undertaken Transition Town Wellington will be better able to advice on how best to utilise the field to have the greatest impact on biodiversity and reducing the towns carbon footprint. It is therefore suggested that discussions take place with representatives of TTW on that basis.

3.7 The Council will need to ensure that it has appropriate oversight of the field to ensure compliance with legal requirements and also to ensure t is put to best use as set out above. This should sit with the Councils Environment and Open Spaces Committee who in turn will report to the Town Council.

Dave Farrow  
Town Clerk  
14 February 2022.



# **Draft Specification for the Cleaning of the Longforth Road Public Toilet Block**

## **Location**

The toilet block is located close to the traffic lights and junction of Longforth Road and the B3187/Taunton Road opposite St John's Petrol Station

## **Areas to be Cleaned**

Whilst there are x cubicles only two are in use which will require internal cleaning. The area around the block and the service room will also need to be cleaned.

## **Scope of Contract**

1. Daily cleaning of toilets - Daily cleaning of toilets as per sequence listed below and additional visits to clean the toilets if necessary.
2. Weekly cleaning and regular deep cleaning - As per cleaning specification.
3. Sanitary and sharps disposal.
4. Supply of all consumables.
5. Minor maintenance - all bulbs, toilet seats, door locks, minor plumbing, hand-drier repair, to a value of £1,000 for parts and labour per annum. As per specification listed overleaf.

## **Contract Length**

- The contract is for an initial period of one year and will be rolled forward on a yearly basis for no more than three years subject to satisfactory performance.
- A review will be carried out 3 months before the review date each year to determine whether the contract will be rolled forward and on what basis. The review will also consider any price increases requested by the contractor.
- The contract for cleaning will be retendered after three years unless prior to that the Council gives notice that it is not satisfied with the quality of cleaning.

## **Dispute Resolution**

Where concerns regarding the quality of cleaning arise, these will be raised with the contractor by the Town Clerk. The Town Clerk will specify the improvements required and the monitoring arrangements that will be put in place to ensure appropriate standards are met and the timeframe for improvement. If after this time period the Town Clerk believes that necessary improvements have not been made, he will recommend to the Town Council that the contract be terminated with due notice.

## **Notice Period**

This contract can be terminated at any time by either party by the giving of two months' notice.

## **Cleaning Schedule**

### **Daily tasks**

#### **To be completed twice daily – the first before 11.00am and the second 4.00pm**

- a) Empty, clean, sanitise and replace as necessary sanitary, nappy and litter containers and hygienically dispose of contents. Provide and replace plastic liners as required.
- b) Wash with clean, hot water containing cleansing agent all hand basins, taps, mirrors, sanitary fittings, and tiles, leaving surfaces dry and smear free.

- c) Clean and sanitise all urinals, toilet bowls, toilet seats, leaving the latter dry.
- d) Clean and sanitise as necessary all soiled areas of walls, doors or other finishes and remove superficial graffiti and fly posting (thoroughly cleaning the affected area of adhesive and remains of poster).
- e) Thoroughly sweep all floors. Wash with clean, hot water containing cleansing agent, and remove excess moisture and standing water by approved means, so as to remove all dirt and stains.
- f) Replenish toilet paper, soaps and other materials as necessary.
- g) Check and if necessary, replace light bulbs (internal and external) with bulbs to correct specification.
- h) Clear accumulated rubbish from external paths and areas immediately adjoining the convenience block and dispose. Where necessary sweep so as to leave the area in a tidy condition.
- i) Check building for damage or structural defects, including water services to prevent wastage. Effect minor repairs at the time of cleaning, and report to Town Clerk as soon as practicable any defects of a more substantial nature.

### **Periodic cleansing and maintenance**

*In addition to the daily works, the following works to be carried out to each convenience as required, but a minimum of once per week, to the satisfaction of the Town Clerk:*

- a) Wash with clean, hot water containing cleansing agent, all ledges, sills, doors & frames at whatever level, also all walls and other surfaces up to a height of 2 metres.
- b) Remove cobwebs at all levels. Dust around light fittings and ceiling corners and remove any deposits from ceilings and walls at whatever level.
- c) Paint over any graffiti or offensive markings, not capable of removal by other means, in paint of colour and type to match existing.

### **Deep Cleans**

*The following works, in the nature of a "deep clean", are to be completed within six weeks of the commencement of the cleaning operation and thereafter as required, but a minimum of quarterly, to the satisfaction of the Town Clerk.*

- a) Toilet bowls & fittings - descale, clean and remove all deposits from internal and external parts of the fitting to include flushing rim, seat, seat covers, hinges, all traps and cleansing of exterior of cistern.
- b) Urinals - descale, clean and remove all deposits from the whole of the face, to include outlet trap, immediate pipework, domed grating trap cover and exterior of cistern.
- c) Refilleting of any open joints revealed by the removal of deposits, in mortar or mastic as appropriate. Replacing of trap covers on each visit, when necessary.
- d) Wash basins, sinks, taps and miscellaneous units including gullies, open channels, soap dispensers, troughs etc. - descale, clean and remove all deposits from the entire area including splash backs and underneath. Remove sludge and deposits from waste outlet and waste pipe. Refilleting of any open joints, as described above, when necessary.

- e) Mechanical scrubbing of all floors (including upstands where appropriate) to thoroughly remove all ground in dirt, grease and other deposits. Reseal with approved floor sealer to the approval of the Town Clerk.
- f) Wash with clean, hot water containing cleansing agent all surfaces above 2 metres in height and leave dry and smear free on completion. Dust ceilings all over.



## **A Vision for Wellington Town Council**

Wellington Town Council is an aspirational Council that wants to engage with the people it represents and reflect their views to enable a vibrant and thriving community.

The Council will work with and offer support to all members of the community as needed with the aim that Wellington is or becomes:

- **An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community**

We will do this by:

- Making grants available to community groups that offer support to members of our community.
- Working with statutory bodies, local agencies and voluntary groups to ensure that more vulnerable members of the community get the support they need.
- Making effective use of data to enable early identification of need and target support where it is needed.
- Working with schools to encourage children and young people to have pride in their town and engage in making it a better place.

- **A town with a diverse, thriving, and resilient local economy**

We will do this by:

- Promoting the town as a place for businesses to base themselves.
- Supporting developments that provide employment opportunities for the residents of the town whilst recognising the need for developments to be appropriate and meet planning requirements.
- Supporting the building of the train station both in principle and through the provision of funding to deliver it and the surrounding developments.

- **A town with vibrant cultural, sporting, and social communities**

We will do this by:

- Supporting organisations delivering cultural, sporting and social events through the provision of grant funding.
- Supporting the development of sports facilities through Community Infrastructure Levy funding and other grants.
- Taking on the delivery and management of significant events in the town such as street fairs.
- Working in partnership with voluntary groups and other organisations to support them in delivering facilities, activities and events that will benefit the town and its residents.

- **Proud and protective of our heritage, green spaces, and biodiversity**

We will do this by:

- Working in partnership with local organisations and councils to ensure our heritage sites and green spaces are secured and used for the benefit of the community.

- Celebrating the history of the town through the provision of information and trails.
- Using our green spaces to promote biodiversity.
- Making sure our green spaces are accessible to all.

• **Committed to becoming a net carbon neutral town**

We will do this by

- Developing and delivering a strategy that will help the town work towards being carbon neutral by 2030.
- Making grants available to support projects/work that will reduce carbon emissions and where outcomes can be shared with others.
- Support the development of a Community Farm and deliver additional allotments to enable the town to become more self-sufficient.
- Develop an improved walking and cycling infrastructure over the next 10 years through the development of Cycling and Walking Infrastructure Plan.

• **A destination of choice for people to live and work, for businesses to be located and for people to base**

We will do this by:

- Promoting Wellington both locally and nationally as a place to come and live and work.
- Working with developers to encourage businesses to base themselves in and around Wellington.
- Delivering this vision so that Wellington is seen as a destination of choice.

• **Connected with the Blackdown Hills AONB and surrounding communities**

We will do this by:

- Working with surrounding Parish Councils to develop links and work collaboratively for the benefit of all our communities.
- Working in partnership with the Blackdown Hills Area of Outstanding Natural Beauty (AONB) and the National Trust to promote the area.

With local government reorganisation occurring in 2023 the council recognises the opportunities that may arise for Wellington to be a more self-determining community.

The Council will look at potential asset and service delegations from the new Somerset Council and in each instance will consider if doing so will:

- (a) Support the Council in achieving the aims and aspirations set out above.
- (b) Add value to or improve the quality of provision of those assets and services locally.
- (c) Save costs or improve value for money for the town.
- (d) Provide facilities which were not previously available to or in the community.

## WELLINGTON TOWN COUNCIL

### Minutes of the Allotments Committee Meeting held on 21<sup>st</sup> February 2022 at 6pm in United Reformed Church Hall, 35 Fore Street, Wellington. TA21 8AG

Present: Councillor J Lloyd (Chair), M McGuffie, V Stock-Williams, C Booth and J Hunt  
Annette Kirk Deputy Clerk  
Two allotment holders

#### 482 Apologies

No apologies

#### 483 Declarations of interest

There were no interests to declare.

#### 484 Minutes

**RESOLVED** to confirm and sign the minutes of the meeting held on 15<sup>th</sup> November 2021

#### 485 Public participation

None

#### 486 Update on Plot Vacancies and Waiting List

- Deputy Clerk reported:
  - No Vacant plots available
  - 15 names on the waiting list

#### 487 General Maintenance & Inspections

- a. Main Entrance Gate Groundwork – It was agreed the quotation from Create Landscaping was excessive and further quotations to be obtained to install soakaways at the Main Entrance
- b. Damage to Plot Gates and Fences when people are receiving deliveries. Deputy Clerk to put up notices to read “Domestic Cars and Vans only are allowed access to the Allotments. If larger vehicles need access, prior permission must be obtained from Wellington Town Council”
- c. Inspections will be completed within two weeks from the 4<sup>th</sup> April 2022

#### 488 Allotment Competition 2022

- d. Date – 1<sup>st</sup> Week July 2022
- e. Categories:
  - i. Best Cultivated
  - ii. Best Ecological
  - iii. Best Managed
  - iv. Best Newcomer
- f. Judges: Allotment Chair & Allan Cavill (ex Regional representative of the National Society of Allotment Growers)  
Deputy Clerk to put up a poster on Notice Board and email all Tenants.

**489 Longforth Farm Allotments**

- Email to Bloor Homes requesting a meeting. Examples of 6ft x 4ft sheds and 114 litre waterbutt were sent together with a proposed plot layout plan. To be discussed at the meeting the pegging out of the boundary and erection of boundary fence and entrance gate. Parking and ongoing maintenance of the surrounding buffers and trees etc.,
- Councillor Hunt asked whether an additional water tank/collection structure could be installed. Committee Chair felt people would not want to carry large containers to and from their plots.
- It would be asked that guttering is provided in addition to the shed and water butt
- Councillor McGuffie asked that a 200 litre waterbutt is considered.
- A deposit charge to tenants if they require a larger water collection container e.g IBC water tanks to be considered

**490 Anything Allotments Holders wish to raise**

One plot holder raised the following issue for discussion:

- The proposed Wellington Community Farm and allocation of the access track planned. The Committee Chair confirmed the access track allocation had not be agreed at this stage. The plot holder was advised to follow the Wellington Community Farm progress on their social media page.
- The plot holder asked would it be possible for his wife to have a plot. The Committee Chair asked the Deputy Clerk to confirm this but as per the Tenancy Agreement it was understood the allocation of plots will be restricted to one per household unless there are exceptional circumstances

**491 Next Meeting Date: May 2022 – date and time to be confirmed**

Meeting Closed: 6.30pm

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**Chair, Councillor Janet Lloyd**