

MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 6 MARCH 2023 AT 6.00PM

PRESENT: Councillors M Lithgow (Chair), M Barr, Z Barr (from minute 496), C Booth (from minute 495), K Canham, A Govier, C Govier, M McGuffie, N Powell-Brace (from minute 495) and K Wheatley.

David Farrow (Town Clerk)
Alice Kendall (Deputy Clerk)
Sarah Goodman (Projects Officer)

Darren Roberts – Planning Officer - Somerset West & Taunton District Council

One member of the press
Fourteen members of the public

547 APOLOGIES

Apologies were received and accepted from Councillors S Booker and J Lloyd. Councillors Z Barr and W Battishill had advised the Clerk that they would be late to the meeting.

548 DECLARATIONS OF INTEREST

Councillors M Lithgow and K Wheatley 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 should different facts be placed before them.

Councillors J Lloyd and A 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.

In addition, Councillor A Govier declared personal interests in applications 43/23/0016, 43/23/0017/LB (The Court) and 43/23/0019/CMA (25 South Street). He knows the applicant for 25 South Street and some of those who have made public representations on The Court application.

549 PUBLIC PARTICIPATION

Two members of the public gave representations on applications 43/23/0016 & 43/23/0017/LB. The Mayor reiterated to the public that the Town Council are consultees only and they must also make representations to Somerset West & Taunton.

At this juncture, it was **RESOLVED** to bring forward the above applications.

550 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 Refs: 43/23/0016 & 43/23/0017/LB

Proposal: Erection of 26 No. dwellings, demolition of buildings with alterations and conversion of Grade II listed building into 3 No. dwellings at The Court, Courtland Road, Wellington

It was **RESOLVED** to recommend that this application be refused. Councillors had no objection to the development of the site in principle and ask that the proposal be revisited. There are serious concerns around vehicular access to the site via Court Drive as it is a narrow road with existing issues for residents with parking. In turn this will have a detrimental impact on access for any of the Emergency Services. It was felt that the number vehicular movements estimated by the applicant was far

lower than what is realistic for a development of the proposed size. Councillors also thought that the current proposed layout was of an overbearing nature and too dense, especially on the boundary of the neighbouring sporting club pitches and courts.

During this item, Councillors C Booth and N Powell-Brace arrived at the meeting. They abstained from the vote as they were not present for the entirety of the item.

551 APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

a) Case Ref: 43/22/0112

Proposal: Erection of single storey extensions to the front and rear of 31 Prices Avenue, Wellington

It was **RESOLVED** to approve the application as per the amended Officers report to include obscure glazing.

b) Case Ref: 43/22/0113

Proposal: Replacement of garage/gym/store building at 45 Wellesley Park, Wellington

It was **RESOLVED** to approve the application as per the Officers report.

c) Case Ref: 43/22/0126

Proposal: Erection of a single storey extension to the rear with raised decking area at 85 Oaken Ground, Rockwell Green, Wellington

It was **RESOLVED** to approve the application as per the Officers report.

d) Case Ref: 43/22/0135

Proposal: Erection of a conservatory to the rear of 4 Waterpath, Payton Road, Westford, Wellington

It was **RESOLVED** to approve the application as per the Officers report.

e) Case Ref: 43/23/0011

Proposal: Erection of a two storey extension to the side of 16 Wellesley Park, Wellington

It was **RESOLVED** to approve the application as per the Officers report.

At this juncture, Councillor Z Barr arrived at the meeting. The Clerk also took an opportunity to inform Councillors that he had received notification from the Leader of Somerset County Council to say that the delegation agreement would not be renewed when it expires on 31 March. This is due to resources not being available to offer the service to all Town and Parish Councils after 1 April when the new Somerset Council comes into effect. He said that the matter would remain under review. Councillors expressed their disappointment in this as they felt it was a step back in delivering local democracy.

552 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: 43/22/0132/LB

Proposal: Installation of solar panels to the roof of 49 High Street, Wellington (retention of works already undertaken)

It was **RESOLVED** to recommend that this application be approved.

b) Case Ref: 43/23/0015/T

Proposal: Application to carry out management works to one beech tree included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 2001 to the rear of 44 Walkers Gate, Wellington (TD901)

It was **RESOLVED** to recommend that this application be approved subject to satisfactory comments from the Tree Officer.

c) Case Refs: 43/23/0016 & 43/23/0017/LB

Proposal: Erection of 26 No. dwellings, demolition of buildings with alterations and conversion of Grade II listed building into 3 No. dwellings at The Court, Courtland Road, Wellington

This application had already been considered.

d) Case Ref: 43/23/0019/CMA

Proposal: Application to determine if Prior Approval is required for a change of use and conversion from commercial, business and service use (Class E) into 1 No. dwelling (Class C3) at 25 South Street, Wellington

It was **RESOLVED** to raise no objection to this application.

e) Case Ref: 43/23/0021/CG

Proposal: Application to determine if Prior Approval is required for a proposed change of use from commercial, business and service (Use Class E) to mixed use including 2 No. flats (Use Class C3) at 1 Fore Street, Wellington

It was **RESOLVED** to raise no objection to this application. Councillors welcomed the retention of the retail space on the ground floor with accommodation above.

553 SOMERSET WEST & TAUNTON DISTRICT COUNCIL - PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation or Decision	Somerset West and Taunton Decision
43/22/0109	Conversion of part of garage into ancillary accommodation with replacement of french doors with a window to the rear	24 Walkers Gate, Wellington	Approved	Approval by Town Council
43/22/0123	Erection of a two storey extension to the side and erection of a single storey extension to the rear (resubmission of 43/22/0045)	3 Corner Close, Wellington	Approved	Approval by Town Council
43/22/0127	Erection of a single storey extension to the rear	12 John Cole Close, Wellington	Approved	Approval by Town Council

43/22/0130	Erection of extension to dormer	6 Hyacinth Terrace, Wellington	Approved	Approval by Town Council
43/22/0133/T	Application to carry out management works to one Oak tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1996	Deane Depot, West Park, Wellington	Approval subject to tree officer comments	Approved

The meeting closed at 6.55pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 6 MARCH 2023

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 6 MARCH 2023 AT 7.00PM

PRESENT: Councillor M Lithgow (Mayor)

Councillors M Barr, Z Barr, C Booth, K Canham, A Govier, C Govier, R Henley, M McGuffie, N Powell-Brace. K Wheatley.

David Farrow (Town Clerk)

Sarah Goodman (Project Officer)

One member of the press and three members of the public were in attendance. Two representatives of MIND Somerset and three representatives of Somerset West and Taunton Council were also present in relation to agenda items 8 and 13 (i)(a) respectively.

554. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

555. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

Apologies were received and accepted from Councillors S Booker and J Lloyd. Councillor W Battishill had advised the Clerk that he may be late to the meeting.

556. DECLARATIONS OF INTEREST

Councillor K Wheatley declared an interest in agenda item 13(i)(a) as a director of the Wellington Mills Community Interest Company.

557. MINUTES

RESOLVED to approve the minutes of the Town Council and Planning Meetings held on the 6 February 2023.

558. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Two members of the public spoke.

The first spoke in relation to Page Path where there had been fly tipping and it had become overgrown and the concern was that no one appeared to be responsible for it. The Town Clerk advised that the path did not appear on the Definitive Map but that an application had been made for it to be added. However, that process could take a number of years to be completed. Whilst it was not on the Definitive Map there was little that could be done to address the concerns.

The second related to agenda item 13(i)(a) and raised concerns about whether Community Infrastructure Levy funding would be better spent elsewhere in the town and that Langford Budville Parish Council had not been spoken to about the proposal. The request was made that the decision should be referred back to the Policy and Resources Committee until those discussion had taken place.

559. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sergeant Kat Forrest had been circulated prior to the meeting and was noted. Sergeant Forrest was unable to attend the meeting.

560. TO RECEIVE A PRESENTATION FROM JURASSIC FIBRE

Jack Bostman, Community Engagement Ambassador for Jurassic Fibre detailed the work the company was undertaking in the town. The Mayor thanked Mr Bostman for his presentation.

561. TO CONSIDER A REQUEST FOR A SERVICE LEVEL AGREEMENT FOR THE DELIVERY OF A YOUTH PEER SUPPORT GROUP PROGRAMME IN WELLINGTON

A paper detailing the proposal had been circulated with the agenda. The Town Council **RESOLVED** to agree to enter into a three-year Service Level Agreement with MIND Somerset to deliver a Youth Peer Support Group Programme in the town and that it would contribute £5,565 per annum towards the cost of delivery.

562. TO RECEIVE A REPORT FROM THE MAYOR

An email detailing the Mayor's engagements the previous month had been circulated prior to the meeting.

563. SOMERSET COUNTY AND UNITARY COUNCIL PROGRESS UPDATE

Councillor M Barr noted that this was the last meeting where he and Councillors A Govier and R Henley would be a Somerset County Councillor and that at the next meeting they would be Somerset Council Councillors when the new authority came into existence.

Councillor A Govier reported that he continued to raise concerns about dentistry in the town and said that whilst the Council had been able to set a budget for 2023/24, he expected there to be difficult discussion about being able to set a balanced budget in 2024/25.

Councillor R Henley outlined work he was undertaking in his role as Associate Lead Member for Public Health.

562. TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

The Clerk's report had been circulated with the agenda. He highlighted the positive site visit and meetings in relation to the railway station that took place on the 24th February and also welcomed Sarah Goodman who had been appointed to the Town Council as Project Officer.

563. FINANCE COMMITTEE

The Minutes of the meeting held on 20 February 2023 and relevant supporting papers had been circulated with the agenda.

The Town Council **RESOLVED** that the asset register be accepted after updating the date that the Mayoral Robes were inherited and that the Council's insurance for 23-24 should remain with Zurich for one year at a cost of £3,845.

The Town Council noted the decisions that the Committee had taken under its delegated powers.

564. POLICY AND RESOURCES COMMITTEE

The minutes of the meeting held on the 20 February 2023 had been circulated with the agenda along with supporting papers for the recommendations.

The Town Council **RESOLVED:**

- (i) To allocate £50,000 of Community Infrastructure Levy funding to support work at Toneworks on the basis that it would support opening up parts of the site to the public.
- (ii) That the draft Sponsorship Policy be adopted.

WELLINGTON TOWN COUNCIL MINUTES 6 MARCH 2023

- (iii) That the terms of reference of the Environment and Open Spaces Committee be amended to include having oversight of heritage matters in the town and that the Committee be renamed the Environment and Heritage Committee.
- (iv) To proceed with the process to seek to rename the Taunton Road from the Chelston Roundabout to the town centre as Queen Elizabeth Way to honour the memory of her late Majesty Queen Elizabeth II once guidance had been published by the Cabinet Office.

The Town Council noted the decisions that the Committee had taken under its delegated powers.

565. ALLOTMENTS COMMITTEE

The Minutes of the meetings held on 20 February had been circulated with the agenda and were noted.

566. TO CONSIDER A REQUEST FOR ADDITIONAL FUNDING FOR THE INSTALLATION OF A CONTAINER AT FOX'S FIELD

A request for additional funding for installing a storage container at Fox's Field had been considered by the Environment and Open Spaces Committee at its meeting on the 17 January 2023 but was omitted from the February Council agenda in error. The paper setting out the proposal had been circulated with the agenda.

The Town Council **RESOLVED** that a further £2,000 be made available from the Green Corridor Budget to support the installation of the storage facility, hardstanding for its base and for a parking area on the proviso that the Town Council retained ownership of the storage container.

567. TO AGREE THE BUDGET FOR THE FREEDOM OF THE RIFLES AND ARMED FORCES DAY EVENTS 17 JUNE 2023

A draft budget had been circulated with the agenda.

The Town Council **RESOLVED** to agree the budget for the events circulated with the agenda and draw down £12,000 from reserves if needed to add to existing budgets noting that officers would work to reduce costs by seeking sponsors for the events and by utilising other sources of funding e.g. the Emergency High Street Fund. The detailed costings would be discussed at the March Town Centre Committee meeting.

568. COMMUNITY CONSULTATION – SATURDAY 18 MARCH 2023

The Town Council **RESOLVED** to hold a community consultation event in the town centre on Saturday 18 March between 10:00am and 1:00pm to allow members of the community to speak to Councillors and for Councillors to seek the community's views on issues such as the proposal for a Town Mascot, the next stage of the community consultation and the work of the Town Council in general.

569. DATES FOR 2023 ANNUAL MEETING AND ANNUAL PARISH MEETING

The Town Council **RESOLVED** that the Annual Meeting of the Council will take place on 3 May 2023 at 6:00pm and that the Annual Parish Meeting be held on 17 May 2023 at 6:00pm to incorporate presentations from agencies that have received funding from the Council over the previous year and the presentation of Civic Awards.

There being no further business the meeting closed at 8.10pm.

WELLINGTON TOWN COUNCIL MINUTES 6 MARCH 2023

STANDING DECLARATIONS OF INTEREST

Members of Somerset County Council: Councillor Andrew Govier Councillor Marcus Barr Councillor Ross Henley	Members of Somerset West and Taunton Council: Councillor Janet Lloyd Councillor Andrew Govier Councillor Mark Lithgow Councillor Ross Henley Councillor Marcus Barr Councillor Chris Booth Councillor Keith Wheatley
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Councillor Mark Lithgow, Mayor



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 3 APRIL 2023

1. Introduction

This report covers 4 April 2023 – 2 May 2023.

2. Council Work Plan

This will update councillors on matters not covered elsewhere on the agenda.

- As reported at the last meeting we were unable to appoint a Community Warden. The post has now been readvertised with a wider geographical spread.
- Meetings have taken place with the Health and Safety Consultancy appointed by the Council. Staff now have access to an online portal for training and reporting accidents and the consultant has started work on drafting policy documents and reviewing our needs for risk assessments and method statements.
- The consultation supporting the development of a Community Plan has started and has now been extended to the 16 April rather than the end of March. Councillors are asked to promote this as it can be used as evidence for grant applications so the more responses we get, the more chance of a successful grant application.
- The consultation on the Town Mascot proposal will close on the 6 April.
- Nomination forms for Mayor and Deputy Mayor for 2023/24 will be circulated on the 3 April 2023 with a closing date for return of the 20 April 2023.

3. Social Media

In the period from 27th February to 26th March we have seen our Facebook page do considerably well. We have gained 36 new followers and reached approximately 24,000 people this month. Our Instagram has gained 11 followers and we have had no interaction on our YouTube channel. We hope to increase the use of the YouTube channel over the next few months when we have images and footage from our various events.

The top five liked posts this month have been:

1. Cornhill lantern found – 275 likes and reactions
2. Bridge between Rec and Nature Reserve complete – 82 likes and reactions
3. Railway crossing set to open soon – 67 likes and reactions
4. New noticeboards around town – 41 likes and reactions
5. SWT installing new equipment at Humphreys Road – 41 likes and reactions

4. Monthly Bank Reconciliation

Attached as Appendix.

5. March Meetings/Events

Date	Time	Event	Location	Who Involved
5 April	10.30	Somerset Council Town and Parish Clerks Briefing	Virtual	Town Clerk
17 April	10.00 onwards	Coronation Coin Presentations	Wellington Toy Library, St John's Primary School and Rockwell Green Primary School	Mayor/Admin Assistant
17 April	15.00	Finance, Policy and Resources and Allotments Committees	URC Hall	Committee members and Town Council staff
18 April	8.30	Coronation Coin Presentations	Wellington School	Mayor/Admin Assistant
18 April	11.00	Rifles Working Group Meeting	Wellington School	Town Clerk, Assets and Events Officer and Council members of the Working Group
18 April	13.00	Coronation Coin Presentations	Beech Grove Primary School	Mayor/Admin Assistant
19 April	10.30	Somerset Council Town and Parish Clerks Briefing	Virtual	Town Clerk
24 April	10.30 onwards	Coronation Coin Presentations	IKB and Wellesley Park Primary Schools and Court Fields	Mayor/Admin Assistant
26 April	9.30 Onwards	Coronation Coin Presentations	Blackdown Day Nursery, Bouncy Bears Childcare, Court Fields Pre School and Waterloo Road Pre School	Mayor/Admin Assistant
26 April	14:00	Community One Team Meeting	Virtual	Council representatives

6. Annual Leave

The Town Clerk will be on holiday the week commencing the 10 April and on the 19 April.

The Assets and Events Officer will be on holiday on the 14 and 17 April and on the 28 April.

Dave Farrow
Town Clerk
28 March 2023

Wellington Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 28/03/2023		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 28/03/2023		883,301.84
	SUBTRACT Payments 01/04/2022 - 28/03/2023		1,651,731.79
			650,414.13
	Cash in Hand 28/03/2023 (per Cash Book)		1,001,317.66
B	Cash in hand per Bank Statements		
	Petty Cash 28/03/2023	0.00	
	Nationwide 01343556 28/03/2023	202,899.59	
	Cambridge & Counties 15020773 28/03/2023	254,899.26	
	The Cambridge Building Society CI 28/03/2023	200,799.46	
	Lloyds Treasurers PC 87331468 28/03/2023	356.60	
	Lloyds Deposit Account 07788306 28/03/2023	315,149.12	
	Lloyds Current Account 2195145 28/03/2023	24,597.80	
			998,701.83
	Less unrepresented payments		21,395.00
			977,306.83
	Plus unrepresented receipts		24,010.83
	Adjusted Bank Balance		1,001,317.66
	A = B Checks out OK		

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 21 MARCH 2023 AT 3.30 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, A Govier, J Lloyd, M McGuffie, and J Thorne
IN ATTENDANCE: David Farrow (Town Clerk), Alice Kendall (Deputy Clerk/Deputy RFO)
1 member of the press

570 APOLOGIES

Apologies were received and accepted from Councillor Z Barr

571 DECLARATIONS OF INTEREST

Councillors Lloyd and Govier have a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a former customer of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a personal friend of the company owner. He declared an additional personal interest in the list of income as his daughter is named as have paid rent at the Pop Up Shop.

572 PUBLIC PARTICIPATION

No members of the public were present.

573 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 20 February 2023.

574 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 14 MARCH 2023

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 10 FEBRUARY – 14 MARCH 2023

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 10 FEBRUARY – 14 MARCH 2023

RESOLVED to note and approve the income received as presented.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2022-23 YEAR AS AT 14 MARCH 2023

RESOLVED to note and approve the budget report.

575 GRANTS

(a) Applications

- i. **Avon and Somerset Constabulary (Airsoft Youth Diversionary Project)** – An application had been received for £2,982 for the abovementioned project. The application form was circulated to Councillors in advance of the meeting.

RESOLVED to grant £2,982 to the Airsoft Project with the condition that monthly updates and reports on numbers attending be given in Sgt Forest's reports to Full Council.

- ii. **Wellington Methodist Church (0-5 Clothes Swap)** – The Church applied for a grant of £300 to support the Clothes Swap initiative. The application and supporting documents were circulated by e-mail in advance of the meeting.

RESOLVED to award a £300 grant. The Deputy Clerk was asked to reach out to the organisers to discuss their possible future needs.

(b) Summary of grants paid to date (attached)

The summary was noted.

576 REVIEW OF EARMARKED RESERVES & COMMUNITY INFRASTRUCTURE LEVY (CIL)

A paper detailing the current balances of each earmarked reserve was circulated with the agenda.

It was **RECOMMENDED** to Full Council that;

- i. The balance of the Railway Station and Post Office Provision reserves be maintained to show the Council's commitment to these projects.
- ii. The Neighbourhood Plan reserve be closed, and the remaining balance be put back into the general reserve.
- iii. The Professional Services line be returned to a revenue budget.
- iv. That no more commitments are made to fund items from the CIL reserve until costs for the Longforth Road Toilets are known.

The balance for Youth Services was noted and Councillors expressed concern about the lack of service for young people in the town. The Clerk reported that a report will be presented to the next Policy and Resources meeting to take this forward.

All other reserve balances and updates were noted.

There being no further business, the meeting closed at 4.05 pm.

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Councillor Mark Lithgow
Mayor

REVIEW OF EARMARKED RESERVES AND CIL

For Finance Committee March 2023

1. Background

The Council hold several earmarked reserves of funds for specific projects. While these are reviewed generally when the budget is set, a more thorough review should be carried out in order to determine the likelihood of the funds being drawn down.

Details of each earmarked reserve is detailed below and the Committee should make recommendations, either to Full Council or another Committee, on whether or not the reserve is still required. If no longer required, the reserve can either be returned to the general reserve, transferred to another earmarked reserve, or re-named to commit funds to another project.

As the money held in reserve has been taken from Precept, and therefore Council Tax, payments (excluding CIL) it should not be held for long periods of time without good reason and the Council should have plans for each line.

2. Reserve Details

2.1. Elections – current balance £2,000

A bill has not yet been received for the elections held in May 2022. It has been previously indicated that a bill for this is likely to be £6,100. The remainder required for this payment will be drawn from the general reserve. From 23-24, there will be an annual amount added to this line to build up a larger reserve for the elections in 2027.

2.2. Community Infrastructure Levy (CIL) – current balance £494,106.14

The Council have a number of committed items against the current CIL balance as detailed below. This balance is exclusive of funds used to pay for the refurbishment of the Tonedale Play area. It has also been identified that CIL funding will be used for the refurbishment of the Longforth Road toilets. Given that costs for this is currently unknown, it is asked that the Committee **RECOMMENDS** to Full Council that no more commitments are made to fund items from the CIL reserve.

Courtfields 3G Pitch	£150,000
Football Club	£50,000
Toneworks (SWT)	£50,000

Remaining Balance £244,106.14

2.3. Film Festival – Current Balance £0

This reserve of £8,000 was spent after the completion of the Wellington Film Festival in September 2022. The next festival will be held in April 2024 so this reserve will be built back up in two instalments of £4,000. The Town Centre Committee will review the Film Festival.

2.4. Railway Station – Current balance £15,000

A reserve amount of £6,300 was added to the budget in 2019-20. The amount was increased to £15,000 in 2021-22. In the time since, there has been very little information on how these funds will be spent. The committee should consider how and when this reserve will be used.

- 2.5. Capital Projects – Current balance £50,000
This will fund the purchase of the play area at Weavers Reach which is likely to be around £7,500 including costs. The estimated balance of £42,500 will be carried forward to the next financial year.
- 2.6. Playing Pitch Strategy – Current Balance £9,000
This reserve has been in situ for a number of years with little information on how and when it will be spent. There will be a suggested spend against this line for feasibility works required to find out if pitches can be put in the green corridor land. This is expected to be around £5,000.
- 2.7. Post Office Provision – Current Balance £2,500
This was added during the review of the budget for 2021-22. There has been very little information on how these funds will be spent. The committee should consider how and when this reserve will be used.
- 2.8. Cades Farm Community Hall – Current Balance £7,000
This reserve was created from an unspent budget line. The recently appointed Project Officer will be leading on the project to build the community hall. It is expected that this budget will be used for initial fees and to meet costs whilst funding opportunities are identified.
- 2.9. Pop Up Shop – Current Balance £2,277.65
Previously, the provision of the Pop-Up shop was funded from an earmarked reserve of £10,500. This has been drawn down over time to give the balance above. As part of the review for the 23-24 budget, it was decided to transfer the remaining balance into the general fund and the related costs becoming part of the Precept calculations. There is income to offset some of the costs. Estimated breakdowns were included with the budget review.
- 2.10. Office Furniture Replacement – Current Balance £3,000
This reserve was also created from an unspent line in a previous financial year. Given the increase in staff levels, it is anticipated that this will be spent within the 23-24 year.
- 2.11. Youth Services – Current Balance £26,000
This was carried into an earmark reserve following the closure of the Youth Centre. The Council have recently agreed an SLA with Mind Somerset for £5,000 per year for three years which will be paid from this line. Assuming no other spend, the balance after the three years will be £11,000.
- 2.12. Neighbourhood Plan – Current Balance £10,000
This has been in the budget details for some time with the amount being included in the Precept calculations each year so was moved to a reserve instead. The Committee should consider if this reserve will be used.
- 2.13. Professional Services – Current Balance £18,020.83
This line is used to support the capital projects earmarked reserves; it will also be used for solicitors' costs for work relating to the Green Corridor. Its balance will carry forward to the next financial year and the need for topping it up will be reviewed with the budget for 24-25.

3. Total Balances

Total Earmarked Reserves Balance	£638,904.62
General Fund Balance	£452,000.65
	£1,090,905.27
VAT yet to be reclaimed	-£24,778.09
Adjusted Bank Balance (as per reconciliation)	£1,066,127.18

Alice Kendall – Deputy Clerk/Deputy RFO
14 March 2023

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT AND HERITAGE COMMITTEE HELD AT UNITED REFORMED CHURCH HALL ON TUESDAY 21 MARCH 2023 AT 4.00 PM

Present: Councillor M McGuffie (Chairman)
Councillors M Barr, C Booth, C Govier M Lithgow and J Lloyd

In attendance: David Farrow (Town Clerk)
Councillors A Govier and K Wheatley
Jo O'Hara, Heritage at Risk Manager, Somerset West and Taunton Council (for agenda item 6)
Steve Saunders Footpath Volunteer Coordinator
1 Member of the press

577 APOLOGIES

No apologies had been received.

578 DECLARATIONS OF INTEREST

There were none.

579 MINUTES

RESOLVED to confirm and sign the minutes of the meeting held on 17 January 2023 as a true record.

580 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no questions.

581 TERMS OF REFERENCE

Following the decision of the Town Council to rename the Committee and expand its role to have oversight of heritage matters in the town, the Committee **RESOLVED** to recommend that the Town Council adopt the revised Terms of Reference that had been circulated with the agenda.

582 HERITAGE UPDATE

A report on heritage matters in the town from Jo O'Hara, Programme Manager, Heritage at Risk and Amy Kemmish, Project Manager Heritage at Risk, Somerset West and Taunton Council had been circulated with the agenda and was noted. The Town Clerk explained that this would be a standing item on the agenda.

583 CROWN ESTATE LAND

A paper had been circulated with the agenda. After some discussion it was agreed that the Town Clerk should explore potential liabilities relating to the land further and report back to the next meeting of the Committee

584 GREEN CORRIDOR LAND

- (a) The notes of the meeting held on 8 March 2023 were noted.
- (b) The Town Clerk reported that he was pleased with the number of responses to the survey which exceeded 260 and said he would circulate the summary of the findings to all councillors.

- (c) **RESOLVED** to accept the quote from Chris Groves Associates for the removal of 30 dead elm trees from the Basins Allotment boundary.
- (d) **RESOLVED** to recommend to the Town Council that it agrees the outline terms for the underlease for the Community Farm Pilot Project as contained in the report circulated with the agenda.
- (e) **RESOLVED** to agree a contribution of £3,000 from the Green Corridor Budget towards the total cost of installing stock proof fencing along the boundary of the Community Farm Field and The Nature Reserve, the installation of rabbit proof fencing around the Community Farm Food Area and the replacement of the gate to the field from the Basins area.
- (f) **RESOLVED** to accept the quote from Atworth Arboriculture Ltd to undertake a tree safety survey along footpaths in the Green Corridor.
- (g) **RESOLVED** to recommend to the Town Council that £5,000 be set aside from the Playing Pitch Strategy budget to enable a feasibility study to be carried out in relation to the potential provision of new junior sports pitches in the Green Corridor.

585 CARBON POLICY REVIEW

A paper from the Chair of the Committee is attached for consideration and a further paper was circulated at the meeting. The Chair outlined the progress that had been made and how he was planning to take this agenda forward with support from the Council's newly recruited Project Officer

586 SOMERSET WEST AND TAUNTON DISTRICT COUNCIL – GRASS CUTTING RICHARDS CLOSE PLAYAREA AND EMPTYING DOG BINS - 2023/2024

RESOLVED to recommend to the Town Council that it accepts Somerset West and Taunton District Council's quotation for £8907.34 plus VAT, for grass cutting at Richards Close Play area and emptying bins in 2023/2024. To review the position for 2024/2025.

587 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN UPDATE

The Town Clerk advised the committee that the project was almost complete with a workshop planned for later this week to review the cycling audits that had been undertaken by the Wellington Wheelers.

588 FOOTPATH UPDATE

Steve Saunders circulated his report at the meeting and provided an update. The Committee thanked him and the volunteers for their work.

There being no further business, the meeting closed at 5.30 pm

.....
Councillor M McGuffie
Chairman



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Environment and ~~Open Spaces~~ Heritage Committee

Name of Committee: The Environment and ~~Open Spaces~~Heritage Committee

Purpose

To review, report on, and make recommendations to the Council on matters relating to a wide range of environmental and heritage issues within the Council's area including implementing the Council's climate change strategy, footpaths (in conjunction with the local volunteer team), developing and/or managing green spaces, and considering other environmental initiatives heritage at risk and conservation area issues and other heritage matters.

Background

~~Previously, the Council had separate Footpaths and Environment Committees, this is a merger of the two.~~

Summary of Responsibilities

The Environment and ~~Open Spaces~~Heritage Committee shall have delegated authority to :-

- Have responsibility for developing and having oversight of the delivery of the Council's Climate Change Strategy, to include administering (in line with set policy) the Council's initiative to provide grants to organisations delivering projects that directly tackle climate change.
- Have oversight of heritage matters in the town including monitoring progress of projects in relation to heritage at risk sites and any work being undertaken to preserve and enhance the towns conservation area to ensure that progress is being made, issues are being addressed and to raise concerns with the Somerset Council's Heritage at Risk Team where appropriate. To make recommendations to the Town Council in relation to providing funding to enable work to be undertaken work or make decisions in accordance with its delegated powers.

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- Review issues relating to the maintenance and use of local footpaths and to promote the use of public rights of way within the town's parish area
- Consider and make recommendations in respect of all environmental issues affecting the town
- Liaise with appropriate authorities, groups, charities and other organisations to promote a sustainable, healthy, beneficial environment for the town and its residents.
- Has 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.
- Receive reports and recommendations from the Green Corridor Advisory Board.

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Status

The Environment and ~~Open Spaces~~Heritage Committee is a fully constituted Committee. It has elected membership, however all Councillors are welcome to attend any meetings of the Committee.

Reporting

The committee will provide a ~~regular minutes and necessary papers~~ update for discussion and consideration along with any recommendations for action at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 7 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

The Quorum of the committee is 4 elected members. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

The local Footpath Volunteer group are invited to attend. Representatives from groups concerned with the protection of the local environment are also welcome to join meetings.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making

authority when voting at full Council on issues presented by Committee and relevant to its operational remit.

- Meetings of the Committee will be held six times a year in alternate months
- A Chairman of the Committee will be elected at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least three working days prior to the meeting, and will publish the agenda on the Council website and noticeboard.
- The first agenda item will be a report by the Public Path Liaison Officer, or any delegated member of the Footpath's Volunteer group. At all other time individuals attend the meeting as observers. A maximum of 3 minutes speaking per person will be allowed, with public speaking time not exceeding 15 minutes in total.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

Environment and Heritage Committee

21 March 2023

Proposed outline Terms for Underlease Arrangements with Wellington Community Food

1. Introduction

- 1.1 The purpose of this paper is to propose outline terms for an Underlease with Wellington Community Food for part of the Green Corridor Land to be used as a pilot for a Community Farm.

2 Background

- 2.1 When Somerset West and Taunton Council (SWT) submitted its Levelling Up Fund Bid part of which was to purchase the Green Corridor Land a parcel of land was identified as being suitable for the development of a Community Farm following discussions with a group that went on to form Wellington Community Food.
- 2.2 The Town Council funded a feasibility study for the Community Farm and in April 2022 set out in its commitments for how it was going to make use of the Green Corridor Land to '... work with the Wellington Community Food Group which is seeking to establish a Community Farm on the land.'
- 2.3 At the Town Council meeting in June 2022 resolved '*that it supports Wellington Community Food's proposal to run a trial growing project on land that is part of the area being purchased by Somerset West and Taunton Council (SWT) prior to being leased to the Town Council and which has been identified as the potential location for the Community Farm. This is on the understanding that the final decision will rest with the current landowners and SWT, as the purchase and lease have not been completed yet, and on the proviso that Wellington Community Food agree to returning the land to its current condition should the trial not be successful or the Town Council, in consultation with other groups, determine that the site is not suitable for a community farm to be located*'.
- 2.4 At that time no progress was made but now that the Town Council is the leaseholder and given that the development of a Community farm is a permitted development under the lease, it is now in a position to put in to practice the in principal decision it took in June 2022.
- 2.5 The Town Clerk has consulted with SWT which has advised that an Underlease is the appropriate mechanism to use and held discussions with representatives of Wellington Community Food to discuss general terms.

3 Proposal

- 3.1 The Underlease will contain much more detail than this, but the intention is to identify the key elements that need to be included in the Underlease

3.2 The proposal is that initially the Underlease will cover the period of the trial and will be reviewed as that progresses.

3.3 The proposed key terms are as follows

- The lease relates specifically to the initial trial period and the land identified for that on the attached plan (Appendix 1). This area of land in total may not form part of the final Community Farm land allocation if space is required to develop junior sports pitches.
- It will be for an initial a two year period with a one year break clause, which can be activated by either side if the pilot not proving successful or alternatively with the option of extending if the pilot proves successful.
- It will be rent free for the initial two year period– then subject to review if the pilot is successful.
- There is to be no vehicular access to the field through the Basins other than for specific reasons agreed in advance with the Town Council. All vehicular access to be via the Exeter Road gate.
- Wellington Community Food to have in place Public/Employer liability cover of £10m to match Wellington Town Council's lease with SWT.
- Installation and maintenance of any fencing of the area of land for the pilot to be the responsibility of Wellington Community Food.
- Any storage units or other structures should be temporary and will require the permission of both Wellington Town Council and Somerset Council before installation. If Planning Permission is required, it will be for Wellington Community Food to apply for that having first got the permission of Wellington Town Council and Somerset Council.
- The Town Council to have access to the field as and when required.
- Other than at the on year break clause when one months' notice will be given, this agreement can be terminated by either side by the giving of three months' notice.
- Should the underlease be ended at any time Wellington Community Food undertakes to remove all materials, equipment and structures and return the land to its condition prior to any work being undertaken to develop the farm.

4. Consideration

4.1 The Committee is asked to consider whether it agrees to recommend to the Town Council that the key terms as set out above should form the basis of the Underlease with Wellington Community Food.

Dave Farrow
Town Clerk

Appendix 1

Wellington Community Food - Growing Area 2023 Pilot



Produced on Mar 6, 2023.
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Scale 1:2500 (at A4)



Environment and Heritage Committee

21 March 2023

Request for Funding for a Feasibility Study in to the Provision of Junior Sports Pitches on the Green Corridor Land

1. Introduction

- 1.1 The purpose of this paper is to set out a proposal to provide funding from the Town Councils Playing Pitch Strategy budget line to the Wellington and District Sports Federation to enable a feasibility study to be carried out in relation to the provision of junior sports pitches on a part of the Green Corridor Land.

2. Background

- 2.1 There is a recognised shortage of junior playing pitches in the town. The Wellington and District Sports Federation estimate that there are over 20 youth teams in the town, but the lack of provision mean that some have to travel to Taunton to train and can only play away matches.
- 2.2 A parcel of land was identified as a possible location for additional junior playing pitches to include six junior football/rugby pitches and a cricket oval in the Green Corridor alongside the Community farm (see map at Appendix 1)
- 2.3 To enable the project to move forward a feasibility study is required to look at the topography, hydrology and environmental considerations of the site and offer advice on what work is needed to develop the provision or even if it viable to develop the provision on that site.
- 2.4 Given the interlinks between the potential sports pitches and the community farm and the need to establish what access routes might be required it is preferable for the study to be carried out as soon as possible to enable plans to begin to be developed for the delivery of the pitches.
- 2.5 The Sports Federation is a non-profit non income organisation and so has no funds available to fund the study. It will only be able to access grants to carry out work once the feasibility study has established what work is required.
- 2.6 In April 2022 The Council agreed as part of its commitments to how it would use the Green Corridor Land to *'work with the Wellington Sports Federation to explore the possibilities of developing additional playing pitch capacity on the land.'*
- 2.7 The Sport Federation estimate that the cost of the study will be in the region of £5,000. When the Playing Pitch Strategy was being developed, which identified a shortage of junior playing pitch capacity, the Town Council established a budget line of £9,000 to undertake work required to support the delivery of the strategy.

3. Consideration

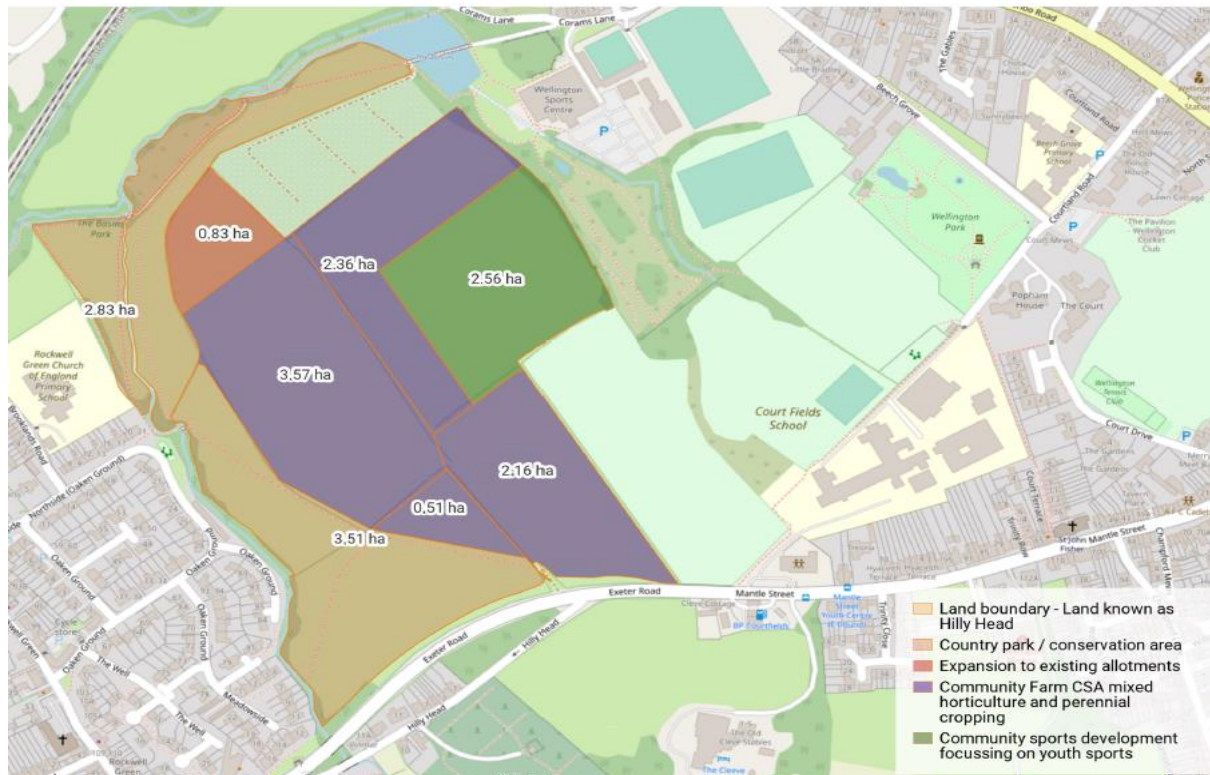
3.1.1.1 The Committee is asked to consider **RECOMMENDING** to the Town Council that:

- (i) it provides funding of £5,000 for the commissioning of a Feasibility Study as outlined in this report, with the funding to be drawn from the Playing Pitch Strategy budget line, subject to the Sports Federation providing three quotes and
- (ii) the Town Clerk be authorised to approve spending up to that amount once the quotes are received.

Dave Farrow
Town Clerk

March 2023

Appendix 1





**Somerset West
and Taunton**

QUOTE

PO Box 866
Taunton
TA1 9GS
www.somersetwestandtaunton.gov.uk

Date: 2nd March 2023

Ref: WTC/23-24

Customer

Wellington Town Council
28 Fore Street
Wellington
TA21 8AQ

We are pleased to submit the following quotation for your consideration.

DESCRIPTION	VAT	AMOUNT
Dog bins x10 @ £7.33 emptied twice a week. Locations; Swains Lane, Exeter rd, Weavers reach, Mill stream gardens, Bovett St, Jurston lane, Palmers Mead, Longforth Farm, Cades Farm, Torres Vedras Drive.	20%	£7623.20
Grass Cutting, Richards Close x10 occasions @ £128.41	20%	£1284.14

Subtotal	£	8907.34
Taxable	£	8907.34
VAT @20%	£	1781.47
Other	£	0.00

TOTAL Due	£	10,688.81
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The above quotation is subject to the attached terms and conditions of business. Please ensure that you read the terms and conditions fully and that you agree to them before you accept this quotation.

I trust that we have interpreted your requirements accurately. Should you wish to accept this quotation [on the terms and conditions set out](#), please detach, complete fully and return the acceptance slip to the address at the bottom of this letter or via e-mail. Please contact me should you require any further review. This quotation will remain fixed for a period of 30 days following which costs detailed may be subject to review.

Yours sincerely

Kelly Perry-Jones

K.Perry-Jones@somersetwestandtaunton.gov.uk

Case Manager, Park & Open Spaces



ACCEPTANCE

Date: 2nd March 2023

Ref: WTC/23-24

I accept your quotation of the above works.

Total: £10,688.81

Signed: _____

Name: (print) _____

Date: _____

Address: _____

Please return acceptance slip to Kelly Perry-Jones, Open Spaces:

K.Perry-Jones@somersetwestandtaunton.gov.uk

PO Box 866, Taunton, TA1 9GS
t: 0300 304 8000

e: K.Perry-Jones@somersetwestandtaunton.gov.uk

w: www.somersetwestandtaunton.gov.uk

CONDITIONS OF SALE

This agreement, made between **Somerset West & Taunton** ("the Company") and **the quotation acceptant** ("the Client") sets out the terms and conditions under which the Company agrees that the Client may utilise the services of the Company. These terms and conditions include the details of the agreement contained within the Private Works Quotation specification.

1 Financial

- 1.1 For the purposes of VAT legislation, all sales will be subject to VAT at prevailing rates.
- 1.2 Save through its own negligence, the Company accepts no liability in respect of any loss, damage, injury or death sustained howsoever caused.
- 1.3 Appointments should not be considered as confirmed until the Company has acknowledged receipt of the completed Quotation Acceptance Slip.
- 1.4 Full payment of the balance for the total invoice value is required within 14 days of receipt of the invoice.
- 1.5 Payment in instalments may be permitted by prior arrangement only with the Company and agreed in writing.
- 1.6 A deposit may be required by the Company in some circumstances. This may be when the cost of materials or plant and equipment hire are high or the work is otherwise of a high value. Deposits may also be required in certain other circumstances.
- 1.7 Charges for additional services or goods which may not be known in advance may be invoiced separately. Payment of additional sums is required within 14 days of receipt of the invoice.
- 1.8 Cancellation of any works accepted under the terms of this contract must be in writing to Somerset West & Taunton. Cancellation during the 7 days immediately prior to a prearranged appointment for works to be undertaken will be subject to the Client paying the value of costs incurred by the Somerset West & Taunton up to 100% of the quotation value. Cancellation during the period 8 to 21 days prior to the commencement of the work may be subject to the Client paying costs incurred up to 50% of the quotation value. Cancellation during the period 22 to 30 days prior to the commencement of the work may be subject to the Client paying costs incurred up to 25% of the quotation value. The Company reserves the right to cancel any booking on seven days notice and the liability of the Company will be limited to a full refund of any monies paid in advance of the agreed work. In respect of the above, costs incurred may include plant and equipment hire, materials ordered, restocking costs and any other costs incurred in preparing to undertake agreed works as detailed within his quotation.
- 1.9 Materials shall remain in the ownership of the Company until such time as all invoices relating to the quoted and associated works are paid in full.
- 1.10 The cost of non-stock materials bought specifically for the works detailed within his quotation may be recharged to the Client in the case of cancellation by the Client under clause 1.8 of these terms & conditions.
- 1.11 The Company will work with clients should it be necessary to postpone accepted quoted works for an agreed period of time due to unforeseen circumstances, provided additional cost have not been unreasonably incurred by the Company. Should this situation be encountered, the Client should advise the Company at the earliest opportunity so that alternative arrangements can be made.

2 General

- 2.1 It is the responsibility of the Client to facilitate compliance by the Company with all requirements of the Fire Precautions Act 1971, the Health and Safety at Work Act 1974 and all other relevant statutory requirements so far as they affect the Client's use and occupation of the premises and the undertaking of the agreed scope of work.
- 2.2 The Client shall not do or permit or suffer anything to be done which may cause a nuisance to the Company, its employees or authorised representatives during the course of agreed works to which this contract relates or the occupiers of any other part of the premises nor do or permit anything to be done whereby the Company's insurance policies would in any way be made void or invalid.
- 2.3 In accordance with the No Smoking policy operated by Somerset West & Taunton, our employees and representatives have the right to work within a smoke-free environment. The Client is requested to respect this policy. Somerset West & Taunton staff have the right to withdraw themselves from any work environment that prevents them working in accordance with this policy. Should agreed works be prevented from being

completed because of non-compliance with this condition, the Client will remain responsible for all accepted costs and may need to make alternative arrangements for completion of outstanding works.

PO Box 866, Taunton, TA1 9GS

t: 0300 304 8000

e: K.Perry-Jones@somersetwestandtaunton.gov.uk

w: www.somersetwestandtaunton.gov.uk

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Tuesday 21st March 2023 at 6.00pm

Present: Councillors J Lloyd (Chair), M Lithgow, M Barr (until minute 601), C. Booth, C Govier. K. Wheatley (until minute 594).
S Davis

In Attendance: Councillor J Thorne
Dave Farrow – Town Clerk
Alice Kendall – Deputy Clerk (until minute 594)
Annette Kirk – Assets & Events Officer

One member of the public
One member of the press

589 APOLOGIES

Apologies had been received from R. Coupe.

590 DECLARATIONS OF INTEREST

No declarations of interest.

591 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 17th January 2023.

592 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No Questions and Comments from the Public

At this juncture, it was resolved to move forward agenda item 10 (Christmas Lights)

593. CHRISTMAS LIGHTS

A new hire and installation contracts report was circulated to the Committee.
Decisions made as follows:

- a) The Committee approved the additions as set out in schedule and highlighted in green.
- b) The Committee agreed to move the icicle lights from Claire's Hairdressers (now closed) to the Nook & Cranny in North Street.
- c) Rockwell Green Christmas Tree – The Committee asked for the Deputy Clerk to look at an alternative location, as it would be better to have it on the Exeter Road approaching Rockwell Green.

- d) The Committee agreed to keep the existing icicles on the Conservative Club and to not install a motif bracket.

RESOLVED to give delegated spending authority to Officers (in conjunction with the Chairman) to enable installation of infrastructure where required as detailed in item 3. This to be in line with ToR with a £3,000 limit for each item of expenditure.

- e) The Committee approved a white and gold colour theme in the town and coloured lights in Rockwell Green for the tender pack.
- f) The Committee approved the Tender Packs for both the lighting and installation contract.
- g) The Committee to advise the Deputy Clerk of their availability between the 15th – 26th May, so that a date and time for a special meeting can be set, to receive presentations from shortlisted contractors and to make a recommendation to Full Council on the award of contract.
- h) The Committee agreed to look at festoons for Cornhill with the item covering the lantern and its re-instatement.

At this juncture, Councillor K Wheatley and the Deputy Clerk gave their apologies and left the meeting. Councillor J Thorne joined the meeting.

594 TOWN CENTRE COMMITTEE MEMBERS

The Committee discussed the need for more representation from Town Centre Businesses. Councillor Thorne raised concerns about increasing the number of non-councillor members on the Committee and the control of spending. Councillor Thorne asked that the Town Centre Committee is repurposed to an Economic Development Committee, option of having sub-committees for Business Members to fill the gap.

RESOLVED to take the Terms of Reference amendment to the Annual Meeting to increase the number of non- councillors from 4 to 6 members. The Committee members total to increase to 14. To approve the Terms of Reference amendment at the Annual Council meeting on 3rd May 2023. The Committee will look at the purpose of the Town Centre Committee and to incorporate economic development with more Town Centre business engagement.

595 POP UP SHOP

- The Committee were very pleased to see the number of bookings in the calendar.
- Taunton impressed with the success of our Pop-Up Shop and now looking at replicating the project in their town centre.
- The Committee would look at freshening up the Pop-Up Shop, as it is starting to look tired.

596 KING'S CORONATION CELEBRATIONS

Assets and Events Officer gave an update to the Committee.

- Commemorative Coins Ordered and delivery expected 3 to 4 weeks. Need to contact the schools to secure a date for the Mayor to present the coins.
- Spring Fayre and Family Fun Day moving forward.
 - Lamp post banners will be erected first week of April.
 - Street Banners will be erected first week of April.
 - Fuse Performance Ltd Entertainers booked for Spring Fayre to include: Bunting Circus Tent, Tight Rope Walker and Fire Juggler.
 - Double page advert in “The Edge” publication for April/May.
 - Event Leaflet – 750 copies will be dropped into town centre businesses
 - Hire of “Speed Ring” Pump Track for Family Fun Day
 - Invited local sports clubs to put on activities at the Family Fun Day
 - Firework Display by Firestorm, Taunton Booked

597 ANNUAL STREET FAIR 2023:

Assets & Events Office gave an update:

- 20 Stalls confirmed to date.
- 8 Music acts
- Traffic Management/Road Closure application had been submitted to SWT

We have received a good amount of interest for the Street Fair with a total of 60 stalls expected.

598 RIFLES REGIMENT: FREEDOM OF THE TOWN 17TH JUNE 2023

Assets & Events Officer gave an update on the event:

- Request from the Event Planning Officers at Avon & Somerset Police to hold a meeting with the Town Council, Military, Traffic Management Company to go through the security recommendations from the Safety Advisory Group.
- Control Room will be at Wellington Scout Hall.
- First Aiders will be located at Wellington Scout Hall
- Pre-event Gathering – United Reformed Church Hall from 1pm. 1.45pm VIPs, dignitaries and other guests to make their way to the front of the Council Office for the “Freedom of the Town” presentation of the Scroll and Silver Bugle
- Reception to be held in the Sunken Garden at Wellington School for VIPs, Dignitaries and other guests. This will include the cutting of the Cake by the youngest soldier and Mayor. Buglers to play at reception. The Rifles Servicemen to retreat to the Prep School for their refreshments. Cadets to have cake and drinks in the Great Hall.
- Wet weather contingencies in place.
- Town Council commissioned Ken Bird, Around Wellington to be the media contact with The Rifles Engagement Team for all media and social media editorials, posts etc.
- Sean Pringle-Kosikowsky to pull together material about the history of The Rifles for the 6-page program.

- Armed Forces Day Celebration on the Recreation Ground. Contacting military groups to attend.

599 EMERGENCY TOWN CENTRE RECOVERY FUND

RESOLVED to approve under delegated powers to approve quotations for Living Display Trays, Hanging Rails & Water Container £4933.69 plus VAT £986.74 = £5920.43 and Create Landscaping Ltd for the installation and planting of Living Display Trays - £2723.79 plus VAT £544.75 = £3268.54, with the Emergency High Street Recovery Fund covering the costs.

RESOLVED under delegated powers to approve the expenditure from the Emergency High Street Recovery Fund for the following:

- a) Fingerpost Arm – Corner of South Street/Fore Street. Additional arm for “Park & Memorial” – FWDP Quotation £776.00 plus VAT. Excludes fitting.
- b) Street Banners for Events:
 - i. 8 x King Charles III Coronation Celebration – 7th May 2023. Quotation £980.00 plus VAT.
 - ii. 4 x The Rifles – Freedom of the Town & Armed Forces Day Celebration – 17th June 2023 – Quotation £515.00 plus VAT
 - iii. 4 x Wellington Street Fair – 3rd June 2023 – Quotation £515.00 plus VAT.
- c) Town Notice Boards Purchased – Full Council approved expenditure on 5th December 2022:
 - i. Green Barnes Notice Board for Rockwell Green. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT
 - ii. Green Barnes Notice Board for The Priory. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT
 - iii. Green Barnes Notice Board for Tonedale. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT

600 CORNHILL – VICTORIAN LANTERN

The Committee were very pleased to be in receipt of the lantern. Concerns were raised over public safety, and the unsafe condition of 3 Fore Street - Former Children’s Hospice Charity Shop. The Committee felt the archway in its current condition would not be able to hold the weight of the lantern, therefore an alternative location may need to be considered. Council Officers to raise these concerns with Somerset West & Taunton District Council Property Enforcement Officer.

The Assets & Events Officer to obtain quotations to get the lantern refurbished. To look at alternative locations where we could hang the lantern safely. The aim being that the lantern will be in place and working for the Christmas Lights Switch on event.

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

601 TOWN COUNCIL MASCOT

A public survey report up to 21st March 2023 was given to Committee Members. The survey closes on 6th April 2023. The decision to be announced at the next Town Centre Committee meeting.

602 WELLINGTON FOOTFALL REPORTS

Monthly footfall reports for January and February 2023 were circulated prior to the meeting, for information. We saw a 6% footfall increase continue compared to the previous month.

603 DATE OF NEXT MEETING: To be confirmed.

The meeting ended at 7.25pm

.....
Councillor Janet Lloyd
Chair

The Kings Arms Community Space

1. Introduction.

- 1.1 The purpose of this paper is to set out a proposal for moving forward a project to create a community space on the ground floor of the former Kings Arms pub with a recommendation that the Town Council lead on the project until a suitable vehicle for the future management of the space is agreed.

2. Background

- 2.1 Having been empty for a number of years Falcon Rural Housing purchased The Kings Arms pub in the centre of Wellington with the intention of converting the upper floors in to rentable accommodation and the ground floor in to a usable community space.
- 2.2 Falcon Housing have committed to making the ground floor habitable i.e. making sure adequate electrical/plumbing systems are in place, watertight, flooring and walls in place etc etc. It has also indicated its willingness to enter in to a long term lease arrangement with whichever body takes on responsibility for the management of the space.
- 2.3 Falcon Housing initially approached the Town Council to seek its views on how the space could be utilised and in turn the Town Clerk convened a small working group to discuss options.
- 2.4 More recently the Wellington One Team received a presentation from officers from Somerset County Council on the concept of Community Hubs and Connect Somerset and how they could deliver early help services in the town which has informed the thinking behind the development of this proposal.

3. Proposal

- 3.1 From these discussion the following proposal has emerged.

3.1.1 The ground floor of the Kings Arms should be developed into a flexible community space which acts as a community hub and which:

- (a) mirrors the concept of the children's centre model but expanded to offer advice/support/facilities for adults;
- (b) provides a base for youth provision in the town in the evenings;
- (c) provides facilities for confidential one to one sessions
- (d) has catering facilities that support the functions being delivered
- (e) provides a general community space for hire when not in use by other agencies.

- 3.2 In essence during the day the Kings Arms will become a community hub as part of a wider early help system with a range of agencies able to use the hub for drop ins, events, confidential meetings.

- 3.3 In the evenings the space can be used for the delivery of youth provision in the town determined through a detailed consultation and commissioned from specialist youth service providers and other agencies.
- 3.4 This model fits well with the recently established Connect Somerset project managed by the Somerset Council the aim of which is to enhance early help provision in areas of the County.
- 3.5 Whilst Falcon Housing is able to undertake the structural work required to help create the basis for a community hub building does not have the capacity to develop the model of working envisaged.
- 3.6 The Town Council however is well placed to coordinate this work through the Town Clerk with the support of our Project Officer and working with partners

4. Consideration

- 4.1 It is proposed that The Town council take the lead in developing the Community Hub model of working for the ground floor of the Kings Arms working with representatives from the Community One Team, Churches Together and other interested local groups.
- 4.2 The work will involve:
- Determining what agencies/services could/should make use of the space
 - Based on discussions with those agencies/services determine how the space should be configured, to be as flexible as possible with appropriate storage, to support first fixings of electrics and plumbing:
 - Developing a business plan for the running and development of the hub including determining staffing requirements for the day to day management of the space
 - Identify costs of delivering the configuration specification and potential funding sources
 - Determine and implement the best model for the long term management of the facility e.g. Community Interest Company, Company Limited by Guarantee etc etc.
 - Develop an initial business plan to support the long term management of the hub
 - Identifying grant funding and other funding/sponsorship opportunities to support the delivery of the hub and make applications.
- 4.3 Once the most appropriate mechanism for taking on the long term management of the hub is determined put that in place.
- 4.4 This project to be overseen by the Policy and Resources Committee

Dave Farrow
Town Clerk

March 2023