

MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 3 JULY 2023 AT 6.00 PM

PRESENT: Councillors M Barr (Chair), Z Barr, C Booth, K Canham, C Govier, A Govier, R Henley, M Lithgow, J Lloyd, M McGuffie, N Powell-Brace, J Thorne and K Wheatley.

David Farrow (Town Clerk)
Alice Kendall (Deputy Clerk)

One member of the press
Four members of the public
Representatives from Somerset Council, Cherwyn Developments, GWR and Network Rail.

099 APOLOGIES

Apologies were received from Councillors C Booth, S Booker and W Battishill.

100 DECLARATIONS OF INTEREST

Councillor K Canham declared a personal interest in application 43/23/0058 as an employee of the applicant.

Councillor M Barr declared a personal interest in application 43/23/0056 as member of the Metro Board.

101 PUBLIC PARTICIPATION

One member of the public wished to speak on application 43/23/0062/CLA.

102 TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET COUNCIL

(a) Case Ref: 43/23/0056

Proposal: Outline application with all matters reserved, except for access, for a mixed use development of up to 220 No. dwellings, employment land (Use Class E & B8) a car park and internal spine road to facilitate a rail halt/station, public open space, drainage & associated infrastructure on land north of Taunton Road, Longforth Park, Wellington

It was **RESOLVED** to suspend standing orders to allow the representative present to answer questions and give a brief update on the application.

Councillor Z Barr arrived at the meeting.

It was **RESOLVED** to re-instate standing orders.

It was **RESOLVED** to support the application in principle; in addition, Councillors made the following comments.

- There was concern about the inclusion of four storey buildings which was felt would be dominating on the surroundings.
- There is no mention of CIL payments, therefore the Section 106 agreements will have to be very carefully monitored.
- Points raised by the Integrated Care Board were widely agreed with, however, it was noted that not just extra building space will be required at the Doctors Surgeries, but more importantly the employment of more GPs.
- There was disappointment in the lack of comments from the Highways team.

During the vote, Councillor Henley declared an interest as a member of the Planning Committee – West at Somerset Council. He abstained from this and all further votes on recommendations.

At this juncture, it was **RESOLVED** to bring forward application 43/23/0062/CLA

(b) Case Ref: 43/23/0062/CLA

Proposal: Notification for prior approval for the removal of mast and antenna and installation of 1 No. 22.3 metre high street pole with 6 No. antenna, 2 No. dish, relocation of ground based equipment cabinets and associated ancillary development thereto on land at Scotts Lane, Wellington

It was **RESOLVED** to suspend standing order to allow a member of the public to speak.

It was **RESOLVED** to re-instate Standing Orders.

It was **RESOLVED** to recommend that this application be refused. The proposal, being double the height of the existing as well as the associated apparatus being large and prominent, is not appropriate for the location of the current mast. It will be overbearing on nearby residential, commercial, and school properties. It will be visible from the Town Centre and will have a detrimental impact on the visual outlook of the Conservation Area.

At this juncture, Councillor R Henley left the meeting.

(c) Case Ref: 43/23/0058

Proposal: Installation of artificial grass pitch, siting of storage container, installation of flood lighting and associated works at Court Fields School, Mantle Street, Wellington

It was **RESOLVED** to recommend that this application be approved but the site should be subject to further investigation and associated reports for matters of archaeology before proceeding.

During this item, Councillor C Booth arrived at the meeting and Councillor R Henley returned. They did not vote on item 43/23/0058.

(d) Case Ref: 43/23/0059

Proposal: Replacement of conservatory with the erection of a single storey extension to the rear of 64 Richards Close, Wellington

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

(e) Case Ref: 43/23/0060

Proposal: Erection of 1 No. two bedroom detached bungalow on land to the rear of Allendale Terrace, Rockwell Green, Wellington

It was **RESOLVED** to recommend refusal of this application. It is over development of the site and the access is poor. It was noted that, again, there were no comments from Highways.

(f) Case Ref: 43/23/0063/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 recommend that this application be approved. Councillors welcome this type of mixed use in town centre buildings.

(g) Case Ref: 43/23/0064/T

Proposal: Application to carry out management works to one oak tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1998 at 55 Oakfield Park, Wellington (TD758)

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

103 SOMERSET COUNCIL - PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation Or Comments	Somerset Council Decision
43/22/0057	Alterations to roof, internal changes and insertion of double glazing	3 Five Houses, Linden Hill, Tonedale, Wellington	Approval	Approved
43/23/0044	Demolition of attached garage and erection of a single storey extension and detached double garage	5a Oldway Park, Wellington	Approval *	Approved
43/23/0046	Replacement of side extension and rear conservatory with the erection of a single storey wraparound extension	1 John Grinter Way, Wellington	No objection *	Approved
43/21/0124 & 43/21/0124/LB	Change of use and conversion of offices to 6 No. residential dwellings with erection of extension as amended by agents email of 13th January 2022	35 Fore Street, Wellington	Approval	Withdrawn
43/23/0045	Application for Approval of Reserved Matters following Outline Application 43/06/0016 for the appearance, landscaping, layout and scale for the erection of an industrial building with ancillary parking and hardstanding	30 Westpark 26, Chelston, Wellington	Approval *	Approved

43/23/0048	Erection of a two storey extension to the rear	3 Parker Close, Wellington	Approval	Approved
43/23/0053/A	Display of 1 No. internally illuminated EV totem pole sign	Wellington Service Station, ATM Site, Westpark, Wellington	Refusal	Withdrawn

The meeting closed at 7.10 pm

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Councillor Marcus Barr
Mayor

Initial

WELLINGTON TOWN COUNCIL MINUTES 3 JULY 2023

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 3 JULY 2023 AT 7.00PM

PRESENT: Councillor M Barr (Mayor)

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

David Farrow (Town Clerk)

One member of the press and two members of the public were in attendance.

104. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

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

Apologies were received and accepted from Councillors W Battishill and S Booker.

106. DECLARATIONS OF INTEREST

None were declared other than the standing declarations listed at the end of the minutes.

107. MINUTES

RESOLVED to approve the minutes of the Planning and Town Council minutes of the 5 June with the addition that Councillor Thorne should be listed as being present.

108. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One member of the public spoke to thank the Town Council for organising the event to grant the Freedom of the Town to the Rifles Regiment.

109. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sergeant Jon O'Connor had been circulated prior to the meeting. Concern was raised by councillors that Sergeant O'Connor has referred in his report to a river jumping accident in Fox's Field as resulting from 'antisocial behaviour' linking it with fire lighting. The view was expressed that the jumping injury was not antisocial behaviour but young people enjoying themselves and it was an accidental injury.

The Mayor asked Sergeant O'Connor to look into the issue of poor parking on junctions.

110. TO RECEIVE A PRESENTATION FROM THE HEADTEACHER OF COURT FIELDS SCHOOL

Mrs Polly Matthews, Head teacher, made a presentation to the Council updating it on the work of the school including the outcome of its recent Ofsted Inspection which had judged the school to be 'Good' on all measures.

Councillors congratulated Mrs Matthews on the progress the school has made under her leadership. Councillor A Govier said that he felt that the school was in the strongest position that it had been for many years.

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In response to questions Mrs Matthews confirmed that as a result of increasing numbers of pupils at the school, resulting from the growth of the town and also more parents choosing to send their children to the school, Somerset Council had agreed funding to provide additional accommodation.

111. TO RECEIVE A PRESENTATION FROM PROMISEworks.

Christell Charles, Case Holder Taunton and West Somerset, made a presentation to the Council on the work of PROMISEworks and asked that councillors consider becoming mentors and/or promote becoming mentors to the community.

112. TO RECEIVE A REPORT FROM THE MAYOR

The Mayor's report had been circulated with the agenda.

113. SOMERSET COUNCIL UPDATE

Councillor R Henley outlined the work he was leading as Chair of the Governance Review Panel and what he was doing in relation to the Lloyds Bank and Abbeyfield issues.

Councillor A Govier also referenced Abbeyfield and reminded councillors that the first Local Community Network meeting for the area was taking place later in the week. He said that as a member of the Scrutiny Committee for Adults and Health he continued to raise concerns regarding access to NHS dentistry.

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

The Town Clerk's report had been circulated with the agenda. He highlighted the outstanding success of the Rifles Freedom event and in particular paid tribute to the work of the Council's Assets and Events Officer. He also said that since writing the report, the sign on the door of Lloyds Bank had been changed to show the closure date as 29 March 2024 and not 13 September 2023. He said that the Council's Ivy House and Old Vicarage Woking group had held its first meeting with the Chief Executive of Abbeyfield to discuss how the Council could support the two properties in remaining open. A further meeting was planned for towards the end of July. A Non-Disclosure Agreement had been signed with Abbeyfield, so it was not possible to detail the discussions in an open meeting. He also referenced the unfortunate accident in Fox's Field and said that he had spoken to the father of the young person who was injured.

Councillor J Thorne proposed that a vote of thanks should be made to local historian Chris Penney whose original idea it was to grant the freedom and who had done a lot of work behind the scenes to make it a success. It was **RESOLVED** to record the Council's thanks to Chris Penney.

115. FINANCE COMMITTEE

The draft minutes of the meeting held on 13 June 2023 had been circulated with the agenda and were noted as were the following decisions taken by the Committee under its delegated powers:

- (i) To award a £3,000 grant to the Rockwell Green War Memorial Institute towards fire safety works.
- (ii) To approve expenditure of £2,350 towards the cost of the Wellington Carnival using the £1,000 budget allocated for the Carnival for this year with the remainder to come from the Promotion of Wellington budget line. As per last year, invoices will be made out to the Council for direct payment.
- (iii) To award a £500 grant to Skintight Samba.

116. POLICY AND RESOURCES COMMITTEE

The draft minutes of the meeting held on 20 June 2023 and relevant supporting papers relating to the recommendations had been circulated with the agenda and were noted. It was **RESOLVED** to accept the recommendations of the Committee as follows:

- (i) That no changes are made to the Committee's Terms of Reference.
- (ii) That an informal planning session should be convened to allow councillors to discuss priorities for the remainder of the Council period mapped against the Council's Vision and taking into consideration the findings of the recent Community Review.
- (iii) That in principle the Town Council should seek to take on responsibility for the management of any public open spaces on new developments in the town.
- (iv) That the Council funds the rent of £10,000 and utility costs of £8,000 at The Kings Arms initially for a two-year period from April 2024 to support the development of the community hub.
- (v) That an Allotment Advisory Board is created to replace the Allotments Committee to have oversight of the Basins Allotments. It will report to the Environment and Heritage Committee.
- (vi) That a Working Group be established consisting of Councillors J Lloyd, A Govier and J Thorne to work with the Town Clerk to undertake the Council's due diligence work in relation to the possibility of the Town Council taking on the ownership and management of Ivy House and The Old Vicarage with a view to making a recommendation to the Full Council at an appropriate time.
- (vii) That it should explore with stakeholders any options to reduce the cost of buses to Taunton for residents and increase their use. This will provide environmental and social benefits and the Council's ambition would be for free off-peak travel at least one day a week.
- (viii) That it explores establishing a community transport service in the town to support those parts of the town without access to public transport.

The Council noted the following decisions taken under the Committee's delegated powers:

- (i) That the Committee will meet the second Tuesday of alternate months starting at 4.00pm.
- (ii) To authorise the Town Clerk to spend up to £500 as a contribution to Somerset Council's costs of installing ramps on the bridge between The Basins and Rockwell Green.
- (iii) To agree the following arrangements for a town wide Scarecrow Competition this summer:
 - a. The competition will be based around the five wards of the town with a winner in each ward being selected by the local councillors for that ward.
 - b. The five winners would then be judged by a panel of councillors to select an overall winner for the town.
 - c. Each ward winner will receive a prize of a £25 voucher from a local shop with the overall winner being given an extra £25 voucher.

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- d. Judging will take place in the week leading up to the 28 August with the winner being announced on Monday bank holiday weekend with the winner being announced on Bank Holiday Monday 28 August.

117. LAND ADJACENT TO LONGFORTH ROAD TOILET BLOCK

A report had been circulated with the agenda. It was **RESOLVED** to seek to enter into a lease for the land adjacent to the Longforth Road toilet Block for two years at a cost of £4,000 per annum on the proviso that clarification is sought on whether Planning Permission would be required for a builders' compound and if so whether it was likely to be granted.

There being no further business the meeting closed at 8.15pm.

STANDING DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier
Councillor Marcus Barr
Councillor Ross Henley

Councillor Marcus Barr Mayor



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 7 August 2023

1. Introduction

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

2. Council Work Plan

- Discussions are ongoing with Abbeyfield in relation to the future of Ivy House and The Old Vicarage. The Council has signed a non-disclosure agreement with Abbeyfield so it is not possible to discuss the detail of the discussions in an open meeting. However, I can say that we are at the stage of waiting for information from Abbeyfield to enable us to decide how to move forward.
- The Town Clerk attended a site meeting at Tonedale Mill with the site owner, Sergeant Jon O'Connor, Fire Station Officer Jason Vernon, and Dr Jo O'Hara Heritage at Risk Project Manager to discuss site security given recent issues around trespassing. The site owner was advised that current site security arrangements were not adequate and given clear advice about what needed to be done as a matter of urgency. Dr O'Hara will be following up on this.
- Work is progressing on establishing a charitable trust to run the Kings Arms Community Hub and Falcon Housing has produced a draft set of Heads of Terms for consideration. The Project Team will be considering these in August.
- Councillor K Wheatley and the Town Clerk held a virtual meeting with the Chief Executive of Somerset Skills and Learning to discuss the lack of adult educational provision in the town. This has been followed up and the Town Clerk is meeting Catherine Dance, Community Learning Coordinator on the 3 August. The intention is to see an increase in the number of courses being run in the town both vocational and for pleasure.
- The Town Clerk has been asked to join a working group to look at the development of data sets to support the work of Local Community Networks.
- The site visit to the Longforth farm Allotments mentioned in my July report raised a number of issues and a follow up meeting is being arranged for September.
- Councillors will be aware of the major roadworks planned for the town in August and September from emails and the meeting with Gwyn Hughes from Somerset Highways. Whilst there will without doubt be challenges caused by the required road closures the positive news is that long needed improvement work will be carried out.
- The Community Warden role has been readvertised with increased hours (30hpw) and has generated more interest than the last advertisement. Interviews will be held in August.
- We will be receiving the feedback from the Community Plan by the end of August, and this will feed into the Visioning session on the 18 September.
- Banking Hub – I have been advised that a possible location has been identified and that discussions are ongoing to progress this and that a full building survey is being commissioned. Leaflets were delivered to us by Cash Access UK setting out what a banking hub does which we promoted through social media and placed copies in

Lloyds Bank, the Library and our offices. Further copies have been requested as the original supply has been used up.

- Following the decision of the senior football club not to pursue its relocation to the site at Longforth Farm identified in the S106 agreement for playing pitches, a site visit has been arranged for the 16 August with representative of the Wellington and District Sports Federation and Somerset Council to explore the possibility of locating junior sports pitches there.

3. Social Media

Our social media activity has dropped during the month of July, with our Facebook and Instagram pages only reaching 25,927 and 286 profiles respectfully. This was expected as our major events are over and we have not promoted anything heavily throughout the month.

Our top five liked posts were:

1. Presentation of replica Freedom Certificate to The Iron Duke – 64 likes
2. The Handmade Pop-Up Shop in the Pop-Up for two weeks – 36 likes
3. Court Fields in the Pop-Up Shop – 29 likes
4. Town Trail Children's Scavenger Hunt – 28 likes
5. Banking Hub leaflets available at offices, bank, and library – 22 likes

We will continue to promote the Scarecrow Competition throughout August and will soon be able to make announcements for our Christmas Lights Switch On event.

4. Monthly Bank Reconciliation

Attached as an Appendix.

5. August Meetings/Events

Date	Time	Event	Location	Who Involved
1 August	6.00pm	Allotment Advisory Board Introductory Meeting	URC Hall	Town Clerk, Asset and Events Officer, Cllrs J Lloyd and C Govier
3 August	10.30 am	Meeting with Somerset Skills and Learning	Virtual	Town Clerk
7 August	6.30pm	Planning and Full Council Meeting	URC Hall	All
14 August	11.30am	Longforth Road Toilet Block Project Meetings with Ravenslade	Council Chamber	Town Clerk, Deputy Town Clerk and Assets and Events Officer
15 August	3.30pm (tbc) and 4.00pm	Finance and Policy and Resources Committees meetings	URC Hall	All members of the committees
16 August	2.00pm	Site Visit Longforth Farm Sports Pitches	Longforth Farm	Town Clerk, Councillors J Lloyd and A Govier

23 August	10.30am	Town and Parish Council Unitary Council Briefing	Virtual	Town Clerk
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6. Holidays

Please note the following

- (i) The Town Clerk will be away from the 4 – 11 August and the 28 August to the 1 September
- (ii) The Mayor is away for the week commencing the 14 August.

Dave Farrow
Town Clerk
1 August 2023

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 01/08/2023
Name and Role (Clerk/RFO etc)

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

A	Bank Reconciliation at 01/08/2023			
	Cash in Hand 01/04/2023			993,335.85
	ADD Receipts 01/04/2023 - 01/08/2023			518,913.29
	SUBTRACT Payments 01/04/2023 - 01/08/2023			1,512,249.14
				191,038.26
	Cash in Hand 01/08/2023 (per Cash Book)			1,321,210.88
B	Cash in hand per Bank Statements			
	Petty Cash	01/08/2023	0.00	
	Nationwide 01343556	01/08/2023	204,805.18	
	Cambridge & Counties 15020773	01/08/2023	258,711.69	
	The Cambridge Building Society Cl	01/08/2023	200,799.46	
	Lloyds Treasurers PC 87331468	01/08/2023	393.14	
	Lloyds Deposit Account 07788306	01/08/2023	623,752.69	
	Lloyds Current Account 2195145	01/08/2023	44,566.85	
				1,333,029.01
	Less unrepresented payments			11,818.13
			1,321,210.88	
Plus unrepresented receipts				
	Adjusted Bank Balance			1,321,210.88
	A = B Checks out OK			

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 11 JULY 2023 AT 5.45 PM

PRESENT: Councillor M Lithgow (Chair),
Councillors M Barr, A Govier, M McGuffie and J Thorne
IN ATTENDANCE: Alice Kendall (Deputy Clerk/Deputy RFO)
Annette Kirk (Assets & Events Officer)
1 member of the press
1 member of the public

118 APOLOGIES

Apologies were received and accepted from Councillor Lloyd.

119 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.

120 PUBLIC PARTICIPATION

The member of public present did not wish to speak.

121 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 13 June 2023.

122 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 3 JULY 2023

RESOLVED to note and approve the bank reconciliation as presented.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 8 JUNE – 3 JULY 2023

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 8 JUNE – 3 JULY 2023

RESOLVED to note and approve the income as presented.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET AT 7 JUNE 2023

RESOLVED to note and approve the budget report as presented.

Councillor McGuffie raised concern that several lines are largely underspent and asked if each committee could receive a report of their associated budget lines at each meeting so they could review and monitor these lines. The consensus of the meeting was that the purpose of the Finance Committee is to carry out such review and that additional reports would be duplication of work. Any member of the Council is entitled to

come to the Finance committee if they had anything to raise relating to the accounting reports. The Deputy Clerk reminded those present that Councillors can also make direct contact should they have any questions.

123 GRANTS

(a) Summary of grants paid in the current year

The summary was noted.

124 Q1 RESERVE REVIEW

A report of current balances and transfers made was presented with the agenda and noted. The Deputy Clerk reminded Councillors that within the CIL reserve, there are monies earmarked to assist the Football Club in moving sites however it has been reported that this is now unlikely to happen. The Clerk will be reporting more information to the appropriate committee when more is known. It is understood that there is a time limit on the use of Section 106 funding for Junior pitches at Longforth Farm.

There being no further business, the meeting closed at 5.55 pm.

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Councillor Mark Lithgow
Chairman

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 11th July 2023 at 6.00pm

Present: Councillors S. Booker (Chair), M. Barr, C. Booth, C. Govier, M. Lithgow, K Wheatley
Non-Councillors S. Davis, M.Evans.

In Attendance: Alice Kendall – Deputy Clerk
Annette Kirk – Assets & Events Officer

Councillor J. Thorne (non-member)

Four members of the public
One member of the press

125 APOLOGIES

Apologies had been received from Councillor J Lloyd and non-councillors S. Pringle-Kosikowsky and Z Old.

126 DECLARATIONS OF INTEREST

No declarations of interest.

127 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 16th and 25th May 2023.

128 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Member of the public spoke regarding The Rifles Freedom and a legacy to Wellington.

RESOLVED to move forward item 11, Wellington Produce Market.

129 WELLINGTON PRODUCE MARKET

RESOLVED suspend standing orders to allow Wellington Produce Market to answer questions from the Committee.

Assets & Events Officer had spoken with Wellington Produce Market to discuss the concerns raised by Councillors and South Street Retailers. We looked at options to relocate the market. The High Street was suggested, this being a much wider street, which in turn would attract more stalls. This would also encourage more community groups to potentially get involved, together with more entertainment.

The Committee acknowledged the concerns raised by South Street retailers and would be happy to see the market moved to High Street. The Committee would like to see more variety of stalls. They would like to see the market rebranded to “Wellington Market.”

RESOLVED to reinstate Standing Orders

RESOLVED to support Wellington Produce Market to move the market into High Street.

130 TOWN CENTRE ENGAGEMENT

The Chairman circulated a list of ideas raised by residents and businesses. He asked that members reviewed the list before the next meeting and forward to him any additional comments and suggestions of their own. The Committee would then prioritise what they wanted to put in place up to the end of the current council year.

The Committee felt some of the suggestions on the list would better deal by other council committees. It was agreed the list of ideas would be circulated to those committees.

131 MAYOR'S CRICKET AND FOOTBALL MATCH

The Mayor, Councillor M Barr requested the use of Council resources to arrange cricket and football matches for the mayor's fund.

RESOLVED to approve 3 hours of Council Resources to assist the Mayor in setting up the cricket and football matches. Anything above 3 hours or funding needed to put on the events will need to come back to the Town Centre Committee for approval.

132 POP UP SHOP

The Deputy Clerk gave an update report on bookings, confirming the shop was fully booked until the end of the year.

The Committee discussed the Pop-Up Shop refurbishment, as detailed in the Deputy Clerk's report.

RESOLVED to accept the quotation from Somerset Sign and Print in the sum of £260 to replace the façade banner and remove the arrows off the windows in the sum of £20 per window. The committee agreed that the Deputy Clerk should write a formal letter to the landlord to address the condition of the shop and pursue the outstanding repairs. The letter will request follow up information from the Landlord in time for the next meeting. It was agreed, however, that a collaborative approach be taken with the Committee agreeing to carry out some of the internal decorations (i.e. painting and carpeting).

133 EVENTS 2023/24

a) ANNUAL STREET FAIR 3RD JUNE 2023

RECOMMENDATION to Full Council to approve the date for 2024 Street Fair - Saturday 1st June.

b) RIFLES REGIMENT-FREEDOM OF THE TOWN 17TH JUNE 2023

The Committee discussed keeping The Rifles JustGiving page open.

RESOLVED to keep The Rifles JustGiving page open up until the next Town Centre Committee meeting on 12th September. When they will decide whether to continue with the page. The Committee asked Council Officers to increase the promotion of the JustGiving page through social media platforms and posters.

c) WELLINGTON CARNIVAL – 30TH SEPTEMBER 2023 – MAYORS RECEPTION

The Mayor, Councillor M Barr asked for the Committee's support to hold a reception. Venue to be confirmed.

RESOLVED to support the Mayor holding a Carnival Reception and use of Council resources.

d) CHRISTMAS MARKET AND LIGHT SWITCH ON 25TH NOVEMBER 2023

The Committee would like to see more childrens' activities, e.g., Roundabout as in previous years. Consider a Snow Globe etc., Marion Evans to provide other activity ideas to the Assets & Events Officer.

Councillor J Thorne asked what measures were being put in place to ensure those applying for stalls at Council events were carrying out the activities detailed on their applications. Council Officers will look at ways of tightening up the process of vetting stall applications and come back to the next Town Centre Committee.

134 EVENTS 2024/25

The Committee discussed D Day 80th Anniversary Celebrations between 2nd and 10th June 2024 and merging it with the Street Fair on Saturday 1st June 2024. The Committee would encourage other activities including a shop window competition, fancy dress competitions and other activities. To include the schools, pre-schools, and nurseries. Assets & Events Officer to bring the National Guide for the event to the next Town Centre Committee

RECOMMENDATION to Full Council to approve merging of the D Day 80 Anniversary Celebrations with the Street Fair on 1st June 2024. This to start a week of activities.

135 FUTURE ROAD CLOSURE FEES

RECOMMENDED to Full Council that a letter of complaint be written to Somerset Council objecting to the charges for road closures for community events.

136 DATE OF NEXT MEETING: Tuesday 12th September 2023

The meeting ended at 7.10pm

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Councillor S Booker
Chair

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT AND HERITAGE COMMITTEE HELD AT UNITED REFORMED CHURCH HALL ON TUESDAY 18 JULY 2023 AT 4.00 PM

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

In attendance: David Farrow (Town Clerk)
Councillor J Thorne
Charles Biscoe, Wellington Wheelers for agenda item 10
One member of the press and one member of the public

137. APOLOGIES

Apologies were received from Councillors M Lithgow and K Wheatley

138. DECLARATIONS OF INTEREST

There were no declarations of interest.

139. MINUTES

RESOLVED to approve the minutes of the meeting held on 23 May 2023.

140 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One member of the public spoke in relation to the work he had been doing monitoring butterflies around the town. The Town Clerk said that he would take up the offer of sharing the data he had gathered to help support an assessment of the level of biodiversity in the town's green spaces.

141. HERITAGE UPDATE

(i) Amy Kemmish, Project Manager - Heritage at Risk, Somerset Council was unable to attend the meeting. Her report had been circulated with the agenda and was noted. The Town Clerk was asked to seek clarification on what action was being taken in relation to Teare's Newsagents given that the Section 215 Notice had expired and also what action could be taken in relation to the old Shauls and Children's Hospice buildings given they are both in the conservation area and in a very poor state of repair.

(ii) It was **RESOLVED** to recommend to Full Council that a Council Working Group is established to have oversight of the work taking place at Tonedale Mill in light of the decision of the current directors of Wellington Mills Community Interest Company to step down.

142 FOOTPATH UPDATE

No update had been received.

143 CROWN ESTATE LAND

The Town Clerk reported that following the decision of Full Council to proceed with the purchase of the land the Council's solicitors had been instructed and had contacted the Crown Estate solicitors and the matter was now proceeding.

144. GREEN CORRIDOR ADVISORY BOARD

The notes of the Advisory Board Meeting held on 12 July 2023 had been circulated in advance of the meeting and were noted. The Town Clerk advised that the Council's Assets and Events Officer would be walking the land with the Council's Health and Safety Adviser on 19 July 2023.

145. CLIMATE CHANGE STRATEGY

An updated draft strategy had been circulated with the agenda for comment. It was noted that activities such as the Foodbank should not be conflated with a response to the climate emergency as they were a result of the need of support as a result of cost of living issues.

146. LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP) UPDATE

Standing Orders were suspended to allow Charles Biscoe, Wellington Wheelers, to explain the work he and the group had done to produce the paper being considered and to take questions.

Standing Orders were reinstated

It was **RESOLVED** to recommend to Full Council that the submission prepared by the Wellington Wheelers should be included in the LCWIP recognising that it is aspirational and that for it to be implemented there would need to be more work done and that it was not something that could be delivered in the short term.

147. BASINS ALLOTMENTS ADVISORY BOARD

It was **RESOLVED** to recommend to Full Council that:

- (i) The Draft Terms of Reference for the Basins Allotments Advisory Board be adopted.
- (ii) That Councillors Janet Lloyd and Catherine Govier be the Council's representatives on the Board along with four tenants.
- (iii) That the proposed amendments to the Committee's Terms of Reference to reflect this change be adopted.

148. TREE STRATEGY

It was **RESOLVED:**

- (i) To recommend to Full Council that the Fruit Tree Project is approved and that £5,400 is committed from the Environmental Improvement budget for the purchase of 300 dwarf apple trees to be given free of charge to residents and schools,
- (ii) To note the Somerset Council Tree Strategy (copy attached to the agenda) and for further consideration to be given to how it could be implemented in Wellington, and
- (iii) To recommend to Full Council that work should be undertaken to establish where trees could be planted around the town starting with land owned by the Town Council and Somerset Council owned land.

The Town Clerk was asked to develop a proposal for an annual budget for tree planting.

149. REQUEST FOR LITTER BIN

Information relating to a request for an additional waste bin at Popes Lane had been circulated with the agenda and was tabled at the meeting. After some discussion the Committee asked the Assets and Events Officer and Chair to do more work in relation to establishing the need for a bin at this location and also to bring back to the Committee a map showing the location of bins around the town to enable a more strategic approach to be taken to establishing where bins were needed.

150.SIGN FOR ROLY POLY GREEN

After some discussion, it was **RESOLVED** that Councillor Booth and Officers should progress the project to design and install a sign on Roly Poly Green ,as proposed, with a view to bringing proposals back to a future meeting of the Committee for consideration.

151.TOWN CENTRE ENGAGEMENT

A list of potential actions for the Committee formed from a list of suggestions provided to the Town Centre Committee had been circulated with the agenda. It was agreed that officers would review and report back relevant actions to the next Committee meeting.

152. DATES OF FUTURE MEETINGS

It was **RESOLVED** to recommend to Full Council that from September 2023 the committee will meet every other month in the second week of the month i.e. the week after the Council meeting has been held.

There being no further business, the meeting closed at 6.00 pm

.....
Councillor M McGuffie
Chairman

ENVIRONMENT AND HERITAGE COMMITTEE

JULY 2023

Proposal for a Tonedale Mill Working Group

1. Introduction

1.1 The purpose of this paper is to seek the Committee's views on whether, given that the current members of the board of Directors of the Wellington Mills Community Interest Company (CiC) are stepping down, the Town Council should establish a Working Group to work with Somerset Council to develop a way forward for the site.

2. Background

2.1 Wellington Mills CiC was established 'to encourage and promote the effective regeneration of the wonderful buildings at Tonedale, ToneWorks and the surrounding green spaces including Fox's Field, into a viable and worthwhile new role in the town's life' and to 'break the log-jam at the two mill sites and kickstart fresh thinking about the whole area.' (taken from the CiC Website).

2.2 In recent days the Directors of the CiC have written to partners saying that they are standing down from the role and inviting anyone who is interested in becoming a director to apply to do so by the 15 July 2023.

2.3 In the event that there are no, or insufficient, applications to fill the directors roles there is a risk that there is a vacuum of representation from a local group to continue to work with Somerset Council to find a way forward particularly in relation to the Tonedale Mill site.

2.4 When the Town Council agreed its Vision in 2022 one of its key commitments was that it would be '**Proud and protective of our heritage, green spaces, and biodiversity**'. The change of the remit of what was the Environment and Open Spaces Committee to the Environment and Heritage Committee was a way of recognising that.

2.5 As can be seen from the report provided by the Heritage at Risk team for this meeting, the Tonedale Mill site is an ongoing concern and there is no real sense of what the 'end game', or ideal solution, is.

2.6 Whilst receiving update reports for these Committee meetings, the Town Council is not being proactive in seeking to find a solution for the most important heritage site in the town.

3. Consideration

3.1 The Committee is asked to consider whether it would recommend to the Full Council that a Working Group is set up consisting of a small number of councillors and others who have an interest in the Mill to ensure that there is a local voice in considerations about the future of the site.

3.2 It would not be the intention that the Working Group would replicate the work of the CiC rather it would seek to support the identification of a way forward for the site working with the Heritage at Risk Team of Somerset Council which in time may include identifying a suitable organisational vehicle for any future development work.

3.3 The initial work of the group would be to gather information about the current position and the options for how the site could be used and how best the heritage of the site can be protected.

3.4 The intention would be that the Working Group would provide a report on its findings to the January 2024 meeting of the Environment and Heritage Committee to enable the committee to develop an informed position for the Full Council to consider on the future of the site.

Dave Farrow
Town Clerk
July 2023

Review of LCWIP Routes

Introduction

The Wellington Wheelers Cycling Club (WWCC) has reviewed the practicalities of providing protected space for cycling along the main route through the town. This was requested following the initial assessment which found little current provision in a space dominated by heavy traffic and parked motor vehicles.

It must be noted that the WWCC are not road engineers or active travel experts. We are cyclists who use this space and others while individually cycling thousands of miles per year. Any advice or suggestions we make are based on that experience, and we have considered no other factors such as affordability, usage, commercial interests or the general flow of motorised traffic through a heavily built-up area of a small market town in a predominantly rural area.



We have carefully studied the space available and, where practical, have measured the entire space including the pedestrian pavement. We have considered the alignment of the main routes through the town, and have drawn on the [Cycling Infrastructure Design](#) incorporated in Somerset Council's highways planning policy (commonly referred to as LTN 1/20), and [Making Space for Cycling](#).

Throughout this assessment and in the previous one, we have noted there being sufficient space in the Mantle Street, Fore Street and High Street to accommodate either a two-way cycle path on one side, or two one-way paths with one on each side of the road.

To create either a one-way or two-way segregated cycle lane, space specifications are contained in the table below.

Cycle Route Type	Direction	Peak hour cycle flow (either one way or two-way depending on cycle route type)	Desirable minimum width* (m)	Absolute minimum at constraints (m)
Protected space for cycling (including light segregation, stepped cycle track, kerbed cycle track)	1 way	<200	2.0	1.5
		200-800	2.2	2.0
		>800	2.5	2.0
	2 way	<300	3.0	2.0
		>300-1000	3.0	2.5
		>1000	4.0	3.0
Cycle lane	1 way	All – cyclists able to use carriageway to overtake	2.0	1.5

Mantle Street to Priory (West – East)

This is the main approach to the centre of town from the west along Exeter Road through Rockwell Green. Our starting point was the entrance to Courtfields School where the road is straight but narrow. Opposite is a busy petrol station. The whole of this road is bounded by wide pedestrian pavements, and permitted parking on all but a stretch on the south side from the BP garage to Champford Lane. The road space widens from Champford Mews to over 22m. At this point, so much space is given to parked vehicles, they are able to park at right angles to the kerb. The carriageway also has parking on the north side, and space is further restricted by a pedestrian refuge with bollards.



From Court Drive through to the junction with North Street and South Street, the road returns to a consistent width of 14 – 15 metres



The junction with South Street and North Street is over 23 metres wide although the staggered junction makes for poor visibility for non-motorised road users. The High Street is bounded by wide pavements and an open space which is again given over to parking and a bus stop. The road remains wide to the junction with Longforth Road and Red Lion Court whereby it returns to a regular 10 – 12 metres as it leaves the centre of town. From this junction to the junction of Buckwell, valuable road space is given over to four car parking spaces on the north side. In past years, this served a newsagent shop which closed many years ago, but the spaces remain. This anomaly restricts the road space for car users, HGVs and, in particular cyclists.



North South Route

From the junction with Pyles Thorne Road northwards to the centre of the town, the road is straight and a consistent 12 – 13 metres in width. Although parking is not permitted along the Wellington School estate, it is permitted from the junction of Bulford to the centre of town.

In our opinion, North Street to the junction with the North Street car park is completely untenable as a cycle route. It is narrow, congested with a crowded incline up to the traffic lights. We would suggest going through the North Street car park from the Fore Street by creating a two-way cycle path to pick up a cycle path along Waterloo Road and Station Road (cleared of on-street parking) where the road width is a consistent 10 – 12 metres to Millstream Gardens. Beyond this point, the Milverton Road is too restricted to create a cycle, and we suggest a new path would need to be created from Tone Hill to Tonedale

Observations

The town centre and its approach are wide with consistently good visibility. The road surface is poor in places. The volume of through traffic is extremely high leading to frequent congestion. There is no provision for cycling, and pedestrians occupy a space that is subjugated by motor vehicles. Crossing points for pedestrians are scarce, and parking enforcement is heavily biased in favour of car and van users. This has created a space which is a free-for-all in which vulnerable road users take their chances. It discourages active travel and contributes significantly to noise pollution and poor air quality.

Despite there being an efficient by-pass to the south of the town, and the presence of substantial, low-cost car parking on the north, south east and west approach roads within easy walking distance of the shops, parking is permitted on almost every free space on the carriageway.

Through traffic is high when it ought to be low. Nothing discourages the motorist from using the town centre as a highway, and the result is for all to see.

To make these routes viable for active travel, we would make the following recommendations:

1. Remove on-street parking in Fore Street, High Street and South Street.

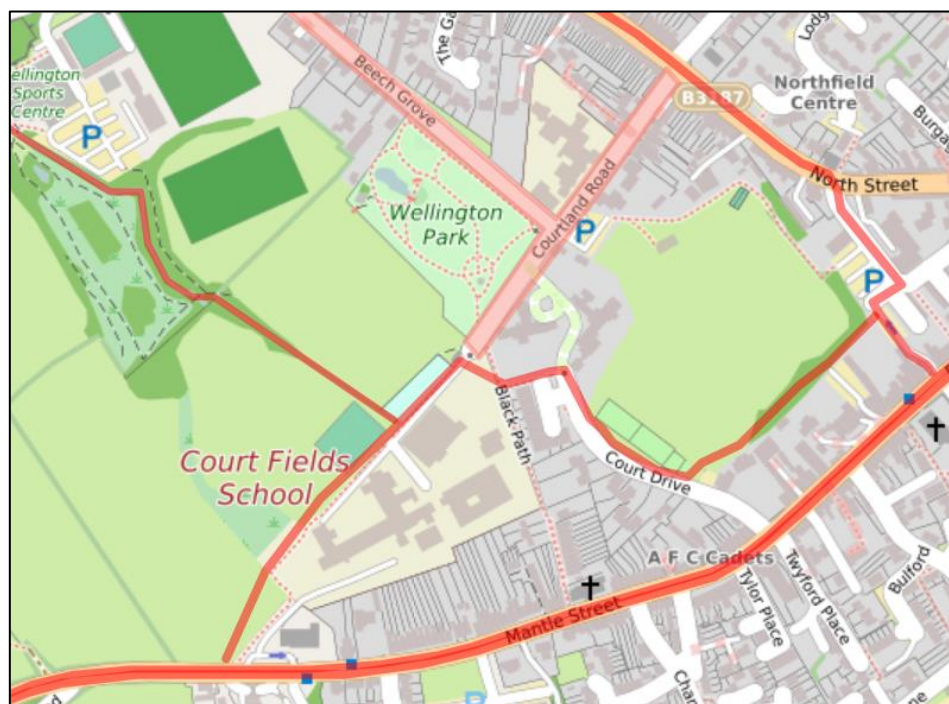
2. Reduce the carriageway width to discourage through traffic in Fore Street, High Street and South Street, and to create space for active travel.
3. In the available space, create cycle paths segregated from motorised traffic by a kerb to prevent obstruction. This could be a two-way path on one side or a one-way path on both sides.
4. At the traffic lights in the centre of town and at the Longforth Road junction, increase the frequency and length of the pedestrian cycle, and give cyclists a 10 second start from motorised traffic.

Subsidiary route – Courtfields School

A public right of way runs along the north-west boundary of the school buildings from Mantle Street to Courtland Road (WG1725). It is unsuitable as a cycle path because it is narrow and has restricted visibility. However, with the sacrifice of a few metres of publicly owned land, a path could be created alongside this to the Victoria Park boundary fence. At this point it could follow a wide path up to Court Drive and out on to Mantle Street thus providing a quiet route into the school from the east and west. Although overgrown, this path is at least 3 metres wide except for its lower entrance (pictured). The path could route around the inside perimeter of the playing field to the North Street Car park.

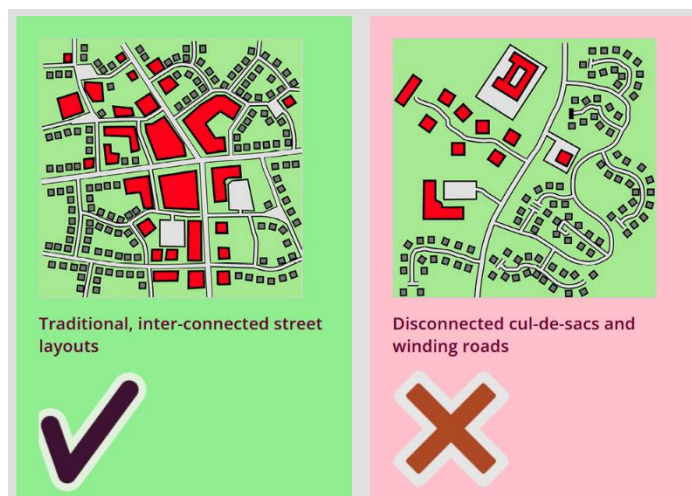


In turn, the path could form a small network of traffic free paths connecting with the Green Corridor.





Residential areas



If a cycle highway is created along the paths of the major north-south and east-west roads in the town, the next priority would be to create inter-connected paths in residential areas connecting schools, commercial centres and retail areas. Currently, the major developments of Cades Farm, Jurston Lane and Longforth Farm have many cul-de-sacs that require active travel in them to follow roads on long meandering journeys. With the provision of short, connecting paths, cycle and pedestrian journeys become simpler. The Bagley Road development at Barrington Way is a good example of how this can be achieved and is in contrast to the Cades Farm development.

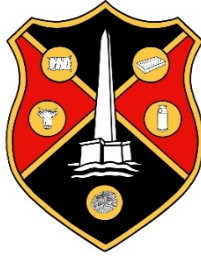
We have made some suggestions about possible routes, but these should inform planning decisions on residential street design. There are many opportunities to improve the existing routes through these developments, but would take much more study than the scope of this report allows.

Summary

Wellington is a town which benefits from wide streets for its central area. However, the space is poorly utilised but, with patience and persistence, it would be possible to create safe active travel routes throughout. It would require a 'whole-town' view of the way in which traffic has built up and dominated over the last sixty years but, as we move towards a more environmentally beneficial future and away from reliance on cars for short-haul journeys, there is an opportunity too good to miss.

In 2020, 59% of car trips were under five miles, and the number of cycling trips is 128% higher in 2020 than in 2002. Some of this was due to the pandemic restrictions, but the overall trend has increased.

The implications for a town centre in a time of shifting retail trends and practices is toward a more community-based approach (LGA) meeting the needs of local populations. Active travel forms part of that, and contributes greatly to the health of the nation and the health of the environment.



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Wellington Town Council Basins Allotments Advisory Group Draft Terms of Reference

1. Purpose

1.1. The role of the Advisory Group will be:

- to support and advise the Town Council, on matters relating to the Basins Allotments by making recommendations for action to the Environment and Heritage Committee and through that, Full Council where required,
- to have oversight of any work associated with the management of the land,
- to oversee any matters arising from condition inspections and the annual competition, and
- to have oversight of the creation of a Basins Allotment Association

2. Membership

2.1. Membership will comprise of two Councillors and four Allotment Tenants,

2.2. The Town Council has the right to review the membership of the Group as and when it considers it appropriate.

2.2.1. The Environment and Heritage Committee will appoint Councillors to the group, the Councillors are not required to be existing members of the Committee.

2.2.2. If oversubscribed, the appointment of allotment tenants to the group will be done by poll of all current allotment tenants at the Basins Allotments.

2.3. The Group will appoint a Chairman which must be a Councillor.

2.4. The Assets and Events Officer will attend and is responsible for the administration of any meetings.

3. Decision Making and Reporting Arrangements

3.1. The Working Group does not have any delegated powers to take decisions or commit Council resources to any activity.

3.2. The Group will report and make proposals to the Environment and Heritage Committee which, if agreed, will be recommended for adoption to the next meeting of Full Council unless it is able to take delegated decisions in accordance with its Terms of Reference.

4. Frequency of Meetings

4.1. The Group will meet four times a year and will review its timetable at the first meeting of each calendar year.



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 Heritage Committee

Name of Committee: The Environment and 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), [management of the Basins Allotments](#), developing and/or managing green spaces, heritage at risk and conservation area issues and other heritage matters.

Summary of Responsibilities

The Environment and 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.
- 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

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- 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.
- To ensure that the Basins allotments are run in a sustainable manner, to allocate and terminate tenancies, to recommend level of rental and to review tenancy agreements (via receiving recommendations from the Basins Allotment Advisory Board).

Status

The Environment and 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 minutes and necessary papers 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

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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.

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ENVIRONMENT AND HERITAGE COMMITTEE

12 JULY 2023

FRUIT TREE PROJECT

1. Introduction

1.1 The purpose of this paper is to set out a proposal for funding the provision of free fruit trees (dwarf apple trees) to residents and schools of Wellington as part of the delivery of the Town Council's Tree Strategy.

2. Background

2.1 The Town Council agreed a Tree Strategy in December 2022 with the intention that over time it would increase tree cover in the town 'to help offset carbon emissions and allow the town to adapt to climate change by providing more shade and wildlife habitats.'

2.2 One way in which the strategy would be delivered would be through encouraging residents and schools to plant trees on their sites.

2.3 In order to move this action forward it is proposed that a number of trees be purchased by the Town Council for distribution to residents and schools who wish to have them.

2.4 We have contacted a number of growers to assess which is the best option and a summary of the options is attached as Appendix 1. It was not possible to find three providers who had like for like offers but the information provided is enough to enable a meaningful comparison to be made.

2.5 Over the last couple of weeks we have been market testing the concept to see what degree of interest there would be in an offer of a free dwarf apple tree via our social media. At the time of writing we have had 131 residents say they would be interested and we would anticipate that schools in the town would also want to be involved.

2.6 If the Council approves the project the intention would be to do a more intensive marketing of the project through the Wellington Weekly and Around Wellington which we would anticipate would generate more interest.

3. Consideration

3.1 The proposal is that:

3.1.1 the Council use Weetrees, Wellington as the supplier for the project on the basis that it represents the best value for money, the arrangements are more straightforward to manage and it would be good to be able to support a local business.

- 3.1.2 £5,400 be set aside from the Environmental Improvements Budget for this project. This would enable the purchase of 300 trees if needed.
- 3.1.3 The Town Council promote the project through the Wellington Weekly, Around Wellington and any other routes available to it in mid-September with a view to ordering the required number of trees by mid-October. The number of trees will be limited to one per household and three per school.
- 3.1.4 That the Town Clerk is authorised to sign off the final order up to a maximum of £5,400.
- 3.1.5 Arrangements for the delivery, storage and distribution of the trees to interested residents/schools will be finalised by officers of the Council.

Dave Farrow
Town Clerk
July 2023

Appendix 1.

WeeTree Nurseries – Wellington

These are sold in 5 litre posts 23cms in diameter and are priced on a sliding scale dependent on how many are purchased. Delivery would be the end of October, and they would deliver directly on a designated day and time.

Quantity	Rate each (all at 0% VAT)
10+	£18.95
50+	£18.25
100+	£17.45
250+	£16.25
500+	£14.45

Thompson & Morgan – National

These are in 9cm pots and are priced at £12.99 regardless of quantity and despatch would be by the end September. Delivery dates are not specified nor are times.

Marshalls Garden

2 litre pot = 11cms in diameter, planted, approx. 30-40cms above pot in height. £18.99 per plant, delivery is free but apparently, it's on an 'as advised' basis. So, no negotiation on timings etc.

Wellington – Andrew Govier requests 12/7/23

High St near Lancer Court



DYL used to be across entrance to vets but it is now gated so no vehicle access required so can DYL be removed.

What should it be changed to? Restrictions either side blue – Loading only mon -sat 8-6 or turquoise/green limited waiting mon – sat 8-6 30 mins no return within 1 hour



South St – between Bulford and Eight Acre Lane

no parking either side please to aid visibility when children cross road – at present no parking restrictions between road humps – doesn't look like SKC have TRO's on them – main issue is about 5 cars parked near little Saxby and Saxby. Do not believe that cars are local residents or school related...





Google Nov 22 looks like DYL stop just short of the road hump on both sides – this may be different now as we refreshed lining down here – check on site.

WELLINGTON TOWN COUNCIL**FULL COUNCIL MEETING 7 AUGUST 2023****WATER SAFETY – FOX’S FIELD AND THE BASINS****1. Introduction**

- 1.1 The purpose of this paper is to recommend to the Council that appropriate signage and water safety measures are put in place in Fox’s Field and The Basins.

2. Background

- 2.1 Following the incident in Fox's Field reported at the last Council meeting where a young girl broke her leg jumping into the river at Fox’s Field, the Assets and Events Officer has conducted a review of safety measures around water in the Green Corridor and around The Basins with the Council’s Health and Safety Adviser.
- 2.2 Whilst the rivers and streams in the Green Corridor are not part of the land leased by the Town Council from Somerset Council the land surrounding them is and it is our responsibility to make sure that anyone using our land is aware of the risks.
- 2.3 With The Basins the ponds themselves and the land around them are in mixed ownership. With the pond to the right, as you approach from Corams Lane, the land between the road to the causeway and Linden Drive is privately owned, the land on the far side beyond the gate to the footpath to Rockwell Green is part of the Green Corridor land. A strip of land around the left hand pond is part of the Crown Estate land which the Town Council is currently seeking to purchase.
- 2.4 It is felt though that irrespective of the land/water ownership the Council should take steps to ensure the safety of the public around the ponds.
- 2.5 Attached to this paper as an appendix is a report from the Council’s Assets and Events Officer setting out the recommendations of the Health and Safety Adviser and proposing the installation of signage and Life Rings in Fox’s Field and at The Basins.

3. Recommendation

- 3.1 That appropriate signage warning of the dangers of deep water and jumping in the water are installed at both Fox’s Field and The Basins at a total cost of £241.98 including VAT (to cover cost of signs, poles and installation. The final decision of signage design and precise location of the signs to be delegated to officers.
- 3.2 That two Life Rings are purchased from Lifebuoysdirect with one installed at Fox’s Field the other at The Basins at a total cost of £555 plus VAT (to cover cost of cabinet sets, posts and installation). Final location of Life Rings to be determined by officers.

Dave Farrow

Town Clerk

August 2023

APPENDIX

Green Corridor – Health & Safety – Waterways

WT Consultancy (SW) Ltd - Wellington Town Council Health & Safety Advisors Recommended:

On 19th July 2023, we met with WT Consultancy (SW) Ltd, our health & safety advisers and walked the Green Corridor waterways. It was advised that two lifebuoy rings and signage is put in place as soon as possible to mitigate the risk of water related hazards.

1) Signage – For Example



Suggested Locations: Fox's Field & The Basins

Quotation:

Somerset Sign & Print – Aluminium A2 sign with laminated print applied - £22.20 + VAT
Each

6ft Wooden Posts (3 inch) Treated – £18.79 plus VAT Each

M J Fletcher Property Maintenance install both posts & signs in a concrete base - £160.00
(no VAT).

2) Life Rings



LOCATIONS:

The Basin (Top of walk way)

1 x Fox's Field (Identified Deep Water)

CORE FEATURES:

The life buoy set on its own, consists of:

- A durable, high quality **life buoy housing cabinet**, designed to hold either 30" or 24" life ring,
- **24" lifebuoy** with SOLAS tape
- 20m **encapsulated throw line (20m of 6mm line)**, for 24" lifebuoy rings.

Additional extras include either: a rail mount set, a **1.5 metre** galvanised base mounting post, or a **2 metre** galvanised, below surface mounting post.

QUOTATIONS

Life ring, cabinet, encapsulated throwing line, galvanised post:

LIFEBUOYSDIRECT - £197.50 plus VAT – Cabinet Set and 2m below surface post – (1.5m above surface)

IC BRINDLE & CO Ltd - £253.67 + VAT

ASPLI - £219.48 + VAT

M J Fletcher Property Maintenance Installation - £160.00 to install two aluminium posts and attach life buoys.

Note: Replacement Costs From:

£25.00 plus VAT – 24inch Lifebuoy with SOLAS Tape (on its own)

£48.00 plus VAT – 24inch Lifebuoy with enclosed throw line

£100.00 plus VAT – Lifebuoy Housing (Housing only)

£165.00 plus VAT – Lifebuoy Housing with 2mtr below surface post