

**MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE  
WEDNESDAY 18 JUNE 2025 AT 7.00 PM**

**Present:** Councillor M McGuffie (Chair)  
Councillors C Booth, M Lithgow, J Lloyd, and S Pringle-Kosikowsky.

**In attendance:** Dave Farrow – CEO/Town Clerk  
Darren Hill – Open Spaces Manager  
Wasif Choudhury – Democratic Services & Finance Officer  
Steve Saunders – Footpath Volunteer Coordinator  
Councillor J Thorne  
One member of the press  
No members of public in attendance.

**90. ELECTION OF CHAIR**

Councillor C Booth was elected as Chairman for the forthcoming year.

**91. ELECTION OF VICE CHAIR**

Councillor J Lloyd was elected as Vice Chairman for the forthcoming year.

**92. APOLOGIES**

No apologies were received.

**93. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**94. MINUTES**

**RESOLVED** to agree the minutes of the meeting held on 22 April 2025.

**95. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**96. FOOTPATH UPDATE**

Steve Saunders provided an update on the footpath volunteers' work which was noted.

25 volunteer hours have been completed since April 2025, and the current projections are to complete all planned grass cutting by July 2025.

**97. OPEN SPACES MANAGER REPORT**

The report had been circulated in advance of the meeting and was presented by the Open Spaces Manager. This was noted by the Committee.

**98. OPEN SPACES MATTERS FOR CONSIDERATION**

- i) To consider installing a new waste bin at Popes Lane.
  - Committee **RESOLVED** not to proceed with this request in isolation but to carry out a strategic review of waste and dog bin provision in the town to identify gaps. This request to be included in the review.

- ii) To consider a request to allow dogs to be exercised in the Chestnut Close and Corner Close play areas.
  - **RESOLVED** to not proceed with this request. The Committee discussed developing a guide on dog friendly open spaces as an alternative.
- iii) To authorise repairs to the Wellington Park toilets.
  - **RESOLVED** to approve these repairs and that the tender go to MJ Fletcher.
  - Further **RESOLVED** that officers develop proposals for progressing refurbishing the toilets in the Park and North Street Car Park for further consideration by the Committee.
- iv) To agree arrangements for tractor bailing and removal in the Green Corridor.
  - Committee **RESOLVED** to approve these arrangements and that the tender go to Justin Perry-Jones.

## **99. GREEN CORRIDOR ADVISORY BOARD**

Minutes of the meeting held on the 5 June 2025 were noted and the following points were discussed and considered:

### **i) GREEN CORRIDOR MANAGEMENT PLAN 2025/6**

Committee **RESOLVED** to approve the Green Corridor Management Plan for 2025/6 recommended by the Green Corridor Advisory board.

### **ii) PROPOSAL FOR PROVISION OF WHEELED SPORTS IN THE GREEN CORRIDOR**

**RESOLVED** that the Chief Executive Officer feedback that a more detailed plan on the location on the proposed pump tracks and relocation of the mud jumps is required. The plans to refurbish the blue skate ramps can be explored further however the proposal for a closed cycle track will not receive Committee support and should not be progressed any further.

Councillor M McGuffie proposed that a Green Corridor Development Plan is required alongside the Strategic Plan which was agreed by the Committee.

## **100. BASINS ALLOTMENTS ADVISORY BOARD**

- i) To note the minutes dated 1<sup>st</sup> May 2025 and approve the following recommendations:
  - a) Plot 19c - to approve the installation of a polytunnel frame, new polytunnel and replace the small shed. Structure sizes and locations as detailed on the application form submitted. On termination of tenancy the structures to be removed by the tenant or offered to the next tenant.
  - b) Plot 19a - to approve the installation of a small shed.
  - c) Plot 89 – to approve the installation of shed and greenhouse.

**RESOLVED** to Approve these requests.

**RESOLVED** to Approve that the Basins Allotments Advisory Board is granted delegated powers to decide on requests for shed/greenhouse/polytunnel installations where there are no costs incurred by the Council.

**ii) Accessible Plot**

following the unsuccessful bid for Section 106 Funding.

**RESOLVED** to Recommend to Full Council that £6,500 of CIL funding is allocated to complete the work on the Accessible Plot

**RESOLVED** to approve submitting an appeal to Somerset Council challenging the decision to reject the Section 106 funding application.

## **101. BUDGETS**

A budget report had been circulated prior to the meeting and was noted. The Chief Executive Officer agreed to look at how the Green Corridor budget line could be split between maintenance and development for 2026/7.

## **102. TREE STRATEGY AND PLAN FOR 2025/6**

The Tree Strategy Plan was noted and it was clarified that 2025-26 will be year two of a three-year tree strategy that had previously been agreed. The Committee was provided with a paper explaining the lessons learned from the first year of the strategy.

Councillor M McGuffie congratulated the Open Spaces Team on all their efforts thus far.

Committee agreed that Open Spaces team should start initial reviews of the next Tree, Garden and Street Strategy plans.

## **103. OPEN SPACES HEALTH AND SAFETY MANAGEMENT AND REPORTING**

Committee considered the following:

- Risk management policy.
- Incident management procedure.
- Exception reporting when required.

All appropriate risk assessments have been carried out. WT Consultancy provide a robust service and collaborate well with Open Spaces Manager on bespoke needs of the town and council.

Open Spaces Manager to include any reported incidents in his monthly reports.

## **104. STANDING WORKING GROUP REVIEW**

To review the Terms of Reference (attached) and Membership of the Committee's standing Working Groups:

- a. Green Corridor Advisory Board – Councillors M McGuffie and J Lloyd –  
**RESOLVED** to Approve - Subject to M McGuffie confirming his membership at later date.
- b. Basins Allotments Advisory Board – Councillor J Lloyd and C Govier  
**RESOLVED** to Approve
- c. Playing Field Joint Working Group – Councillor J Cole, A Govier and J Lloyd  
**RESOLVED** to Approve

**There being no further business the meeting closed at: 20:45.**

Initial.....



## **Open Spaces Manager Report**

### **August 2025**

#### **The Open Spaces Team**

The Open Space Team have been very busy watering and keeping on top of the general maintenance. The team worked hard on all the preparations for the South West in Bloom judging in July. The whole town was looking great. The team have also been helping in various other tasks with community groups, football and cricket clubs. They were also needed to support the new Community Hub to help ensure this was opened on time, they have collected furniture, cleared away waste and undertaken some painting. In the past two weeks the team has tidying up our pavilions, Dobree Park has been painted, and the Rec and the playing field are next. The changing rooms will be clean and looking much smarter, with clear details on all the notice boards, this will all be ready for the start of the football season. The goal posts also got attention, they have been painted and checked over before we re-erect them this week.

#### **Community Involvement**

The Community Payback Scheme has been to Wellington Park; they are continuing to paint the black railings. They will continue with this until they are completed.



### **Health & Safety**

We have installed the “Keep Off the Grass” signs on the Ha-ha wall in the park and the team have all now been trained to undertake the playground inspections and the yearly insurance-backed inspection is taking place. We had to remove the old small section of railings and gates from the Rec as the posts had rusted off at the base and there not hold by much, so they were removed the section of railing and gates have been saved to use at a later date. We have a lot of work booked in with WT Consultancy, we will be walking the Green Corridor in early September, and a full assessment of the area will be completed, we have already done this with our play areas. we are updating all the Risk Assessments and COSHH Safe Data Sheets for all the materials we use. Signs have been installed on the Green Corridor.

## Green Flag Awards

As you are all aware we have received the results for this year's Green Flag judging and feedback, we were more than happy with the report we received the marks were great, the park has never received such positive feedback. This was the result we all wanted following the hard work from the team to bring the standards of the park up, we have all worked hard to improve the park and the judges were very happy with the improvements.



## In Bloom

We had a wonderful time with the Judge Terry Porter, he judged Wellington over 18 years ago and he was so pleased with our entry, the judging day was great, we had worked hard to present the town in the best way we could. We will find out on October the 8<sup>th</sup> what we have achieved. I would like to thank all the team at Wellington Town Council, Janet Lloyd for her support on the day, Waitrose, Friends of Wellington Park, The Community Payback, Green Days, Reminiscence Learning, Friends of the Basins, The Woodland Trust, Transition Town Wellington and the Friends of Swains Nature Reserve. Everyone played a part on the day, showing Terry how wonderful Wellington is and just what community spirit we have here in Wellington. We are also giving a lot of thought into next year's entries we may be adding in all the Transition Town's locations.



## Tree Policy Phase 2

The agreed tree policy second phase will start shortly; we will be listing the trees we will be planting and getting prices. The planting will start earlier this year as we have staff and lessons learnt from last year, we will be buying smaller trees which have a better chance of withstanding hot summers. We also can water when planting.

## The Green Corridor Development Plan and Nature Recovery Plan Update

The Green Corridor Plan and the Nature Recovery Plan has been shared with the Green Corridor Group and the Somerset Wildlife Trust, I have asked if there is anything people wish to add, or any changes need to be received by the end of August. The final draft will be brought to the Committee in September.

## CCTV for Wellington Park.

I have meet with several local companies and asked then to quote for CCTV in the Park. There are several options. We have two options to discuss.

**Commented [WC1]:** Will Committee have to decide on which quote and if so does this need its own item in agenda?

## Sponsorship

H Tredwin & Son are sponsoring Monmouth Garderns and prices are going out to other interested parties, FOWP are sponsoring a bed in the park and planters around the town..





### **Green Corridor Update**

The areas have been cut and bailed and removed, we have cut pathways as per the management plan. We need to cut Swains Nature Reserve and Linden Meadow.

### **Play Areas**

Wellington Rec had some tree works undertaken to remove a few dead branches which were reported in a recent survey. This was actioned immediately.

Wellington Rec is also having some play equipment repaired, this is booked in with a specialist due to the nature of the repair and tools needed.



|                                 |  |
|---------------------------------|--|
| Title                           | Transfer of Longforth Farm Development Open Spaces                                 |
| Meeting                         | Environment Committee  |
| Date of meeting                 | 20 August 2025   |
| Action Required                 | Recommendation to Council  |
| Report Author and email address | Dave Farrow<br>Chief Executive/Town Clerk<br>townclerk@wellingtontowncouncil.co.uk |

## 1. Introduction

1.1 The purpose of this paper is to seek the Committee's view on whether it wishes to recommend to Full Council that it takes on the ownership of some parts of the public open space on the Longforth Farm development as set out in this paper.

## 2. Background

- 2.1 As the Committee will be aware the current practice with the management of open spaces on new developments is that the developer establishes a Management Company which then takes responsibility for the management of all open spaces including play areas, verges, open areas etc etc
- 2.2 Now that the Longforth Farm development is almost complete Bloor, the developer has commenced discussions with the Longforth Farm Management Company (LFMC), which is run by local residents, on the transfer of the public open spaces as identified in the Section 106 Agreement.
- 2.3 The LFMC has approached the Town Council in relation to two areas of land that it considers would be better owned and managed by the Town Council rather than the LFMC. These are shown in yellow and green on the right hand side of the attached map.
- 2.4 The land shaded green is the bund and hedgerows surrounding what will shortly be the Town Council allotment site. The linked area shaded yellow are

hedgerows surrounding what is referred to in the Longforth 2 Planning Application as 'The Ecology Field' the ownership of part of which the Town Council has agreed in principle to take on along with other open spaces on the Longforth 2 development. The third area across the road from the previous two sites is the verge of Lillebonne Way.

2.5 The view of officers is that there is a rationale for the Town Council to take on the ownership of these pieces of land. It makes sense that if we already own the allotment site and will be taking ownership of the Ecology Field that we should also own the land/hedgerows surrounding them. The added benefit of doing so is that it brings in to our ownership an area of hardstanding which currently sits outside of the allotments site which we can utilise for parking which then frees up land within the allotment site that had been allocated for that. The Open Spaces Team is already carrying out some cutting of the verge when needed.

2.6 There is a third area shaded yellow on the left of the map which is the footpath and associated recently installed street lighting that runs alongside the factory between Bredon Road and Lillebonne Way. The LFMC has asked of the Town Council would be prepared to take ownership of that on the premise that it is used by many people and is not uniquely a Longforth residents' facility. Responsibilities would include maintenance of the hedges and verges, the footpath itself, although given its age that should not be significant, and the maintenance, repair and running costs of the streetlights which at the time of writing are unknown.

2.7 Finally, the LFMC has asked if the Council would consider taking ownership of the two play areas on the development again on the premise that they are not uniquely a Longforth residents' facility. This would involve weekly inspections, grass cutting and bin emptying along with repairs when required.

2.8 Should the Council agree to take on some or all of what it has been requested to we would need to clarify the legal process for doing so. The view is that because the transfer to the management company is set out in the S106 Agreement the most straightforward process would be for that to happen and then for the LFMC to then transfer the land to the Town Council either simultaneously or as soon as possible thereafter.

### 3. Links to Council Vision and Place Plan and Previous Decisions

3.1 If any or all of the requests are agreed this would support the Council's Vision statement to be 'Proud and protective of our heritage, green spaces, and biodiversity'. It would also be consistent with the previous decision of the Council to agree to consider taking on the management of open spaces from management companies if requested.

#### 4. Financial Implications

- 4.1 Staffing – the Open Spaces Manager considers that with adaptations to existing working arrangements the work required to maintain the hedgerows and verges and manage the play areas can be managed within the existing resource.
- 4.2 Equipment - because of the steepness of the bunds and verge it is likely that we would need to purchase an embankment mower at an estimated cost of £2,000. This could be met from within the exiting machinery budget for this year although in all likelihood it would not be required until next financial year.
- 4.3 Street Lights – there would be running costs associated with the street lights but we have no indication of what those are at this stage.
- 4.4 Security – part of the land related to the allotments is the access to the Ecology Field. In recent years this has been used by travellers to access the field so consideration would need to be given to how to secure the access to minimise the risk of this happening. If there are traveller incursions, then there would be a cost associated with removing them and clearing up after them.
- 4.5 Tree management – whilst this is not an immediate issue there are a number of trees on the land and in time these would need to be included in the inspection regime for the Council at a cost

#### 5. Risks

- 5.1 The key risk relates to the access to the allotments and Ecology Field and the fact that it has been used regularly by travellers in the past. This risk will be mitigated through taking specialist advice and ensuring that measures are put in place to limit access.
- 5.2 The risk in relation the footpath and street lights is that at this stage we have no idea of cost of running the lights or what the likely maintenance costs are going to be.

#### 6. Considerations

Does the committee wish to recommend to Full Council that:

- (i) It accepts the transfer of ownership of the areas of land surrounding the allotment site and the Ecology Field and the verge area as marked on the attached map.
- (ii) It accepts the transfer of ownership of the play areas on the Longforth Farm development
- (iii) Officers explore further the transfer of ownership of the footpath between Brendon Road and Lillebonne Way and associated street lighting and bring recommendations back to the Committee

(iv) If (i) and (ii) are agreed then officers are given delegated authority to manage the process

## 7. Background Papers

There may be documents that are too large to attach as appendices but that you feel that councillors may find useful. If so detail them here with hyperlinks.







Wellington Town Council - Environment Committee Meeting

Wednesday 20 August 2025 - 6pm

Climate Strategy Update

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## **1. Tree Planting**

### **1a. Fruit Tree Giveaway 2025**

To run a third Fruit Tree Giveaway in December 2025.

The 2024 FT Giveaway distributed 58 trees to Wellington residents at cost of £1,200. Since recipients were forthcoming in providing photos of their planted trees, it can be said with confidence that most survived.

Feedback from the 2023 FT Giveaway suggested only two out of three trees had survived.

### **1b. Tiny Forest Maintenance**

A proportion of the planted trees have been lost to drought and vandalism though the survival rate improved once five of the six areas were mulched in June. The town council's Open Spaces Team has enough tree stock in reserve to fill in the gaps.

To introduce information boards that explain what Tiny Forests are.

A pupil at Court Fields School who helped plant their Tiny Forest has offered to build benches made from old pallets to locate in front of the tree planting. The student's mother emailed photos of previous benches her son had made. The work is of a high standard.

### **1c. Climate Canopy**

The committee has previously allocated funds to replace trees planted in Stage One of the tree strategy that were lost to drought and vandalism.

Stage Two of the tree strategy focuses on planting trees on land owned by Somerset Highways. Jon Fellingham at Highways has received a list of the identified sites. Awaiting a reply.

## **2. King's Arms Community Hub**

### **2a. Community Larder**

The Best Before Store about has been approached about running a community larder.

Talks are currently on hold because the project lead is dealing with a serious health issue. The plan is to revisit this in due course.

## **2b. Library of Things**

This service would enable residents to borrow items for one-off jobs or events.

Storage might be an issue though because a proportion of the available space has been taken by community groups that have already moved in. To be discussed further with the hub manager.

Here are some of the most popular items borrowed from an established library of things in Newport, Wales:

Carpet cleaner

Gazebo

Giant Connect 4

Giant Jenga

Power drill

Pressure washer

Sander

Wallpaper stripper

Cordless hedge cutter

## **2c. Climate Cafe – Drink, Chat & Act**

This would be a regular slot where residents could come and safely express their fears and uncertainties about the climate and ecological crisis, which may in turn inspire climate-related projects in the wider community.

The following link has good advice and resources to set up a climate cafe - <https://climatechangecafe.org/>

## **3. Energy Workshop**

The Centre for Sustainable Energy has secured funding to run a day-long energy workshop in Wellington. CSE wants to run a variety of practical activities that will encourage residents to insulate and retrofit their homes.

The event is still at the planning stage but is likely to take place in the second half of October ahead of COP 30.

## **4. Weather Stations**

Wellington resident Simon Ratsy and his father before him have been collecting local weather data for half a century; his records show 2025 has seen the hottest summer since 1976.



Mr Ratsy would like to build on this legacy by creating weather stations in the town that would carry on collecting data after he has gone on.

He has identified several suitable sites. A meeting is needed to talk through how best to approach potential data collectors.

## **5. Longforth Allotments**

To look at providing allotment holders with reliable access to water.

Following a summer that has recorded four heatwaves, harvesting rainfall from the allotment holder's shed will not suffice.

The cheapest solution would be to connect the site to the mains water supply located near the entrance from Lillebonne Way.

The committee will be presented with a more detailed proposal in due course.

## **6. Twin Town Trip Findings**

### **6a. eBus**

July's visit to Immenstadt included a tour of a bus company in the nearby town of Kempten that has converted more than half its fleet of 42 buses to electric.

The transition to renewables involved working in partnership with two academics from the same town who specialise in modelling data. Once the business case had been made, the bus company invested £34m.

The academics offered to model the feasibility of running an eMinibus in Wellington.

### **6b. Les Escades du Climat – Climate Stopover**

Lillebonne was one of five towns that partnered with a larger regional authority called an agglomeration to run a weekend of climate activities.

The aim of the Climate Stopover was to bridge the gap between feeling powerless to stop climate change and doing something about it.

### **6c. Food security**

Torres Vedras council currently provides nutritious school meals daily to 3,000 pupils aged between 3 and 18 years.

Organic ingredients make up more than 30 per cent of each meal and the council uses more than 60 local suppliers.

The diversity of food supply follows a deliberate decision to deter a national catering company from gobbling up the whole contract by breaking down the tender process into smaller parts.

The result is schoolkids eat healthier food with a wide range of fruit and vegetables. Each meal cost £2.92. Parents pay £1.24, the remainder is subsidised by the council and national government.

There are plans to roll out the model to feed the elderly in care homes from 12 additional kitchens thus creating more local jobs.

#### **6d. Flood defense**

Immenstadt has stemmed the rate of flow of the river that runs through the town by introducing concrete steps upriver.

The visit happened to coincide with heavy rainfall so the director of forestry services, who looks after 2,400 acres of Alpine forest that surrounds the town, was able to point out how the water followed the steps like a carpet down a flight of stairs.

#### **6e. Participatory Budgeting**

Torres Vedras council set aside a pot of money and asked the public how they wanted it spent. The proposal that received the most votes won. The first time it was tried, the public voted for a minibus for community groups to use.

Since then, the council has introduced [participatory budgeting](#) for more specific areas such as climate action and youth work.

#### **6f. Naturparkzentrum & Centro de Educação Ambiental**

Immenstadt is close to a nature park that comprises part wilderness, part recreation park and part learning centre.

Imagine an area of outstanding beauty run by the National Trust with add-ons such as a lakeside concert venue.

It was an interesting mix of public and private enterprise aimed at making nature fun and accessible to wheelchair users as much as mountaineers.

In 2004, Torres Vedras council, following public consultation, funded a carbon-neutral environmental education centre on the edge of a public park.

In the lobby area was an exhibition of aquaponics, with waste from a fish tank feeding rows of plants under grow lights. Further on was an exhibition space with rooms leading off for workshop activities.

#### **6g. Free Air**

Zurich provides free air to pump up bicycle tyres from a metal cylinder on the pavement about the size of a bollard.

ENDS.



|                                 |  |
|---------------------------------|--|
| Title                           | Agroforestry Proposal from Wellington Community Food |
| Meeting                         | Environment Committee                                |
| Date of meeting                 | 20 August 2025                                       |
| Action Required                 | Recommendation to Council                            |
| Report Author and email address | Dave Farrow<br>townclerk@wellingtontowncouncil.co.uk |

## 1. Introduction

1.1 The purpose of this report is to ask the Committee to consider recommending to Full Council that it supports Wellington Community Food's application for a grant of c£25.5k over three years from DEFRA to fund a range of improvements to the Community Farm site and surrounding field including tree planting, fencing and improved access.

## 2. Background

2.1 Wellington Community Food occupies a site in 12 Acre Field on the Green Corridor and in the past has been supported with funding from the Town Council to enable it to get established. Its work is not only about local food production but also provides educational opportunities for local schools and contributes to the towns wider strategy on nature recovery.

2.2 It has the opportunity to apply for grant funding of c£25.5k over three years from DEFRA to undertake a range of improvements to the farm site and surrounding area which would not only benefit the farm but also the wider community.

2.3 The Farm is proposing to use the funding as follows:

- To create 600m of native hedge across three 200m lengths and include around 100 fruit and nut trees which would act as windbreaks This would improve wind and drought resilience, create new habitats, store carbon on the site and in future create woodchip for composting

- to increase access into the field by creating two wide open areas for access with a rabbit/stock fence separating the access routes from the growing area. On the side against the allotments there is around 10m of space for a track. To the south potentially 30m (to avoid disturbance of the badger sett), although this could be refined as plans evolve. This has the potential to offer a lot of opportunity to provide dog walkers and disabled/bike access in the future even if they are grass paths initially. This would allow the farm to make the site more prominent by safely inviting more people into the field whilst providing secure school and community groups space and keep growing areas away from dog access. It would also allow them to manage rabbit and deer damage to trees and crop. This would be achieved without creating a tall fence as they could use what is called a 3D fence to prevent the site becoming enclosed by fencing. A 3D fence would comprise of a 1.1m standard fence with a second fence consisting of only one or two wires offset to create a feature too wide to jump but too narrow for them to feel safe jumping into as they are unable to jump out again.

3.4 The proposed work would provide valuable income for the farm for the next few years to deliver the work, then provide future crops for the community and expand the educational value of the site. They would deliver the tree/hedge planting with local schools as they did with the hedge on Watermans Hill which is establishing very well.

3.5 A map outlining the proposed project is attached as an appendix.

3.6 The Green Corridor Advisory Board has been consulted on this proposal and it has its full support.

#### 4 Links to Council Plans

4.1 This proposal links to the Wellington Place Plan's vision for the town to be a healthy, sustainable and green town and the Council's commitment to becoming a net carbon neutral town. It all enhances the Towns Tree Strategy which in turn contributes to the Towns Nature Recovery Strategy.

#### 5 Financial Implications

5.1 There are no financial implications for the Town Council. Wellington Community Food will be

#### 6 Risks

6.1 There are no risks for the Town Council to consider.

## 7 Considerations

7.1 The Committee is asked to consider recommending to Full Council that it supports the application of Wellington Community Food to DEFRA for a Grant of c£25.5k over three years for improvements to the Community Farm site and surrounding area as set out in this report.

# Initial design idea for community farm agroforestry (tree planting) proposal

## Parcel summary

This is a summary of the land parcel information. For more information, please refer to the map.

### Summary

|                        |      |
|------------------------|------|
| DTG eligible area (ha) | 4.76 |
| Total area (ha)        | 4.76 |



## **GREEN CORRIDOR ADVISORY BOARD MINUTES**

**22 July 2025**

**7pm**

**Council Chambers**

### **Present:**

Dave Farrow CEO WTC, Darren Hill - Open Spaces Manager WTC, Rosie Walker – Woodland Trust, Adam Lockyear – Wellington Community Food, Helen Gillingham and Anita Roy – Transition Town, Jane Browne and Keith Hazeldine – Wellington and District Sports Federation.

### **1. WELCOME AND APOLOGIES**

DF welcomed those present. He advised that Cllr Chris Both had replaced Cllr M McGuffie as Chair of the Council's Environment Committee and that Cllr McGuffie had stepped down from his membership of the GCAB. Cllr Janet Lloyd had sent her apologies for the meeting so he would chair. Council representatives would be nominated at the August meeting of the Environment Committee.

### **2. GREEN CORRIDOR DEVELOPMENT PLAN**

A copy of the Plan had been circulated with the agenda and copies were provided at the meeting. Members welcomed the draft and provided initial feedback and were asked to provide any final comments by the end of August 2025 so that a final draft could be presented to the September Environment Committee.

### **3. DRAFT BIODIVERSITY POLICY**

RW asked if it could be retitled Nature Recovery Programme to fit in with national and legislative requirements. Members welcomed the draft and provided initial feedback and were asked to provide any final comments by the end of August 2025 so that a final draft could be presented to the September Environment Committee.

### **4. DOG WALKING GUIDE**

A map detailing where dogs could be walked on and off leads was circulated prior to the meeting. This had been initiated by Rebecca Hunt and consulted on with WAG. The idea was welcomed. Comments made included that it was not always clear cut where dogs should/shouldn't be on leads. For example walking through from The Basins to Rockwell Green is shown as a non-lead area but we would not want dogs in the lead near the water voles. DF will feed back to Rebecca.

### **5. UPDATES**

DF reported that the Environment Committee had not supported the proposal for a cycle track around 12 Acres and other fields and had asked for more information.

about the pump track and dirt jump proposal and that discussions were ongoing with O-EL.

Other members provided updates but no actions were arising.

There being no further business, the meeting ended at 9:15pm.



**BASINS ALLOTMENTS ADVISORY BOARD MINUTES**  
**Council Chamber, Wellington Town Council, 28 Fore Street, Wellington TA21 8AQ**

**Monday 28<sup>th</sup> July 2025 at 6.00pm**

**Advisory Board Present:**

Cllr Janet Lloyd (Chair)– Town Council (JL)  
Michael Broom – Plots 74 & 75 (MB)  
David Lee – Plot 77 (DL)  
Mary Bradford – Plot 25 & 26 (MB)  
Annette Kirk- Town Council Facilities Manager (AK)

**Tenants:**

David Capell – Plot 17 (DC)

**1. WELCOME**

The Chair, Cllr Janet Lloyd welcomed everyone to the meeting.

**2. APOLOGIES**

No Apologies

**3. TO APPROVE THE WORKING MINUTES FROM THE PREVIOUS MEETING**  
**RESOLVED** to approve meeting minutes dated 1<sup>st</sup> May 2025

**4. PLOTS AVAILABLE AND WAITING LIST**

- 11 People on waiting list
- Plot 98 has been offered to the next person on the waiting list. Await start date for new tenancy.
- Plot 78 and Plot 82 tenants have swapped as agreed. New tenancy agreements to commence from the start of the new allotment year 29<sup>th</sup> September 2025

**5. PLOT INSPECTIONS**

AK updated the Advisory Board members following the inspection on 28<sup>th</sup> May 2025. It was agreed a further inspection would be carried out on the following plots following the issue of 1<sup>st</sup> Warning letters:

Plots 34, 50, 53 & 54, 55, 96.

It was also asked that further inspections are made on the following plots:

Plots 5, 22, 24, 27, 28, 33.

**6. ALLOTMENT COMPETITION**

Best Cultivated: Winner: Plot 30. Highly Commended: Plot 74/75

Best Managed: Winner: Plot 49. Highly Commended: Plot 78

Best Newcomer: Winner: Plot 46.

Best Eco-Friendly: Winner: Plot 13

The Advisory Board agreed that more information was given to tenants in advance of next year's competition explaining the criteria is for each category.

## **7. COMMUNITY ACCESSIBLE PLOT**

The Advisory Board discuss the next steps at length, and it was decided to nominate Mike Broom as Project Manager, working with the Town Council's Facilities Manager.

**RECOMMENDATION** to Environment Committee to approve the following quotations from RW Gale Ltd, costs to covered by CIL funding allocated:

- 1) £680.00 plus VAT to scrape back the centre of Track 3 and dispose on an adjoining site.
- 2) £1885.00 plus VAT Excavate areas pathways to raised beds. Finish with 0.4mm dust.

## **8. THE BASINS PONDS**

The Advisory Board discussed this at length, and it was decided that no further action would be taken to stop tenants taking water from the allotments.

The Advisory Board did support the information that had already been circulated to tenants making them aware of the harmful risk of the water quality in the Basins ponds.

## **9. SHED AND POLYTUNNEL APPLICATION**

Plot 82 – erection of polytunnel

**RESOLVED** to approve the erection of the polytunnel as detailed on the application

## **10. FRAMED STRUCTURE – Car Park**

It was agreed that further work is carried out on putting in a suitable structure that also could be used to harvest water, that tenants could use during very dry periods.

## **11. TENANCY AGREEMENT**

**RECOMMENDATION** to Environment Committee to approve the new tenancy agreement clause:

" No tyres are allowed on plots as the material breakdown caused by weathering releasing harmful substances into the environment and contaminates the soil"

## **12. AOB**

- AK to contact the National Allotment Society to see if tenants of a pension age were entitled to any discounts.
- Letter to the tenant of Plot 92 asking they do not obstruct the track with their disability scooter.
- We have been advised that NIK NAKS Antiques, Mantle Street are selling reconditioned IBC water containers at £85.00. They will deliver.

## **13. DATE OF NEXT MEETING: Monday 22<sup>nd</sup> September 2025 at 6pm. Council Chamber.**

**Meeting Closed at 7.05pm**



|                                 |  |
|---------------------------------|--|
| Report Title                    | Proposal for Location of Pump Track  |
| Meeting                         | Environment Committee  |
| Date of meeting                 | 20 August 2025   |
| Action Required                 | Recommendation to Council  |
| Report Author and email address | Dave Farrow<br>Chief Executive/Town Clerk<br>Townclerk@wellingtontowncouncil.co.uk |

## 1. Introduction

1.1 The purpose of this report is to seek the Committees views on whether it wishes to make a recommendation to Full Council to agree in principle to the location of a Pump Track on The Recreation Ground.

## 2. Background

- 2.1 At its June meeting the Committee considered a request to site a pump track and relocate the mud jumps to a site on 12 Acre Field alongside the Community Farm along with the installation of a cycle track around that and other fields.
- 2.2 The Committee declined the idea of the cycle track and asked that the Chief Executive ask for more detailed plans for the proposed location of the Pump Track and mud jumps.
- 2.3 Since that meeting further discussions have been held with representatives of the Sports Federation who are working on the development of provision for wheeled sports in the town. The view now is that the mud jumps should stay where they are and be redeveloped. It is also recognised that the initial proposed site for the Pump Track was complex requiring work to be done to enable access.
- 2.4 In considering alternative sites consideration was given to a site in the Recreation Ground close to the Play Area.

2.5 Following further discussions Olly Edmonston-Lowe who is the Sports Federation lad in this work produced a report outlining what might be possible if the Pump Track is located in the Recreation Ground and this is attached to this report as an appendix. It also contains useful background information.

2.6 At this stage, the Council is being asked if it would agree in principle to the track being located in the Recreation Ground. This would enable more work to be done on design and costings with final proposals still needing the approval of the Council to proceed and be subject to Planning Permission

### **3. Links to Council Vision and Place Plan**

3.1 This proposal supports the Council's vision to be a town with vibrant cultural, sporting, and social communities and the delivery of the priority in the Wellington Place Plan to support youth provision in the town.

### **4. Financial/Resource Implications**

4.1 At this stage there are no financial implications for the Council. However, if the project proceeds the Council may wish to consider supporting the project through the allocation of future S106/CIL funding or via the Precept in future years. Those leading the project will be looking at a range of fundraising activities and options and understand that the Council should not be the primary source of funding for the project.

4.2 If the project does proceed beyond this initial in principle decision project management capacity will be required to deliver the project.

### **5. Risks**

5.1 The key risk at this stage sits with those supporting the project and not the Council. There are no immediate financial implications and if it so wishes the Council can withdraw its support for locating the track in the Recreation Ground once detailed proposals are submitted.

5.2 There is of course the reputational risk to the Council if it initially supports this proposal in principle and then withdraws that support.

### **6. Consideration**

6.1 The Committees is asked to consider recommending to Full Council that it agrees in principle to a Pump Track being located in the Recreation Ground on the site identified to enable more detailed planning and preparation work to continue with final agreement being required to progress the project once detailed costings and plans are available

## Appendix



### Wellington Pump track.

The wellington Pumptrack project is now into its 3<sup>rd</sup> year of activity, and I feel that we are in the position to ask the Wellington Council for the consideration of an agreement in principle for the project of the Pumptrack to be able to progress.

The idea behind the Pumptrack has grown from the Wellington Sports Federation wanting to improve the facilities for BMX riders.

The idea of a Pumptrack will not only meet the target audience of BMX riders, but also the needs of many other wheeled sports users across the ages.

### Pumptrack definition from 'Velosolutions'

*"Velosolutions Pumptracks are hotspots for all riders that seek a fun action-filled sports experience. The asphalted tracks are both a playground and training facility for MTB and BMX riders, skateboards, and scooters at any level. Riders enjoy practising the basic skills of carrying momentum, balance, and speed around the pumptrack. As the rider gets better, the track is designed to provide more challenge with an increase in speed and skill, all with no change to construction. A feature that a 5-year-old can roll through becomes a gap jump for a pro."*

[Velosolutions UK | Asphalt Pumptracks in the UK](#)

In May 2023 in conjunction with Wellington Town Council, we ran a mobile Pumptrack at the Open Sports day, which was a great success.

At the end of May 2023, the survey results returned with 273 responses with 266 'YES' responses to the question "Do you think Wellington would benefit from a free facility such as a pump track?"

See Appendix - A

From this information, we set about working with Wellington Town Council, the Sports Federation, and the Green Corridor to try and identify suitable locations to place the Pumptrack.

The main consideration for the Pumptrack was accessibility for users and proximity to other facilities.

Initial sites included –

Petanque Terrain, Wellington Recreational Ground, Field off the Basins, 12 Acres Field, Longforth Farm

Jurston Farm, New Railway Station site.

It was provisionally agreed that the Pumptrack would work well on 12 Acres and share the field with other users.

It became evident that the location on 12 Acres was likely to be costly, due to access points, and also conflict with other plans for the area.

Velosolutions have provided a guide as to the type of facility that can be built, the construction of the Pumptrack and the general build, with an outline cost – See Appendix B.

Further discussion was had with Wellington Council, and they identified a possible location - Wellington Recreational Ground, next to the Play Area.

### **The Wellington Recreation Ground Site –**

#### **Southwest corner of the Recreational Ground next to the Play Area.**

Site area potential = 2600m<sup>2</sup>.

The limitations of the site are.

- SE = Play Park boundary.
- SW = Fence of Recreational ground.
- NW = Sapling Oak
- NE = Junior football field touchline.

The Recreational Ground is a suitable site due to-

- Ease of access for construction vehicles via Courtland Road, not requiring temporary roadway.
- Adjacent to the current established Play area.
- Will complement the area by providing further activities for all ages.
- Central location for all aspects of the Town.
- Near to several Schools
- It will enhance the area and draw more people into using the facilities.
- Site can be seen and enjoyed from the Wellington formal gardens.
- Located near to other wheeled sports areas.



Velosolutions always implement a 3m safety buffer from any obstructions and at least a 6m buffer from football pitches. Buffers marked out yellow dotted lines.



Potential track length – 130m + (similar to Track @ Annan Appendix – C)

[Annan, United Kingdom - Track - your hub all things Pump Tracks!](#)





## Annan Pump Track Scotland



|              |  |
|--------------|--|
| Client       | Dumfries & Galloway Council                        |
| Site Area    | 1,200m <sup>2</sup>                                |
| Track Length | 130m   |
| Links        | <a href="#">Website</a>   <a href="#">Location</a> |





14 August 2025

WELLINGTON TOWN COUNCIL  
Summary of Income & Expenditure 2025 - 2026

All Cost Centres and Codes Delegated to Economic Development Committee (Between 01/04/2025 and 31/03/2026)

| Allotments |                          | Income     |            |              | Expenditure |           |                    |                           |          |             |              | Notes  |
|------------|--------------------------|------------|------------|--------------|-------------|-----------|--------------------|---------------------------|----------|-------------|--------------|--|
| Code       | Title                    | Inc Budget | Inc Actual | Inc Variance | Exp Budget  | Ex Actual | Ex Committed (POs) | Ex Committed by Committee | Ex Total | Ex Variance | Net Position |  |
| 43         | Basins                   | 3 040 00   | 325 00     | -2 715 00    | 2 500 00    | 375 79    |                    | 1 000 00                  | 1 375 79 | 1 124 21    | -1 590 79    | £1,000 match funding committed to Community Plot project |
| 92         | Longforth                | 3 000 00   |            | -3 000 00    | 2 500 00    | 425 00    |                    |                           | 425 00   | 2 075 00    | -925 00      |  |
| 148        | Allotment Deposits       |            |            | 0 00         | 0 00        | 50 00     |                    |                           | 50 00    | -50 00      | -50 00       |  |
| 190        | Longforth Allotments CIL |            |            | 0 00         | 0 00        |           |                    |                           | 0 00     | 0 00        | 0 00         |  |
| 194        | Management Software      |            |            | 0 00         | 500 00      | 432 00    |                    |                           | 432 00   | 68 00       | 68 00        |  |
| Total      |                          | 6 040 00   | 325 00     | -5 715 00    | 5 500 00    | 1 282 79  | 0 00               | 1 000 00                  |          | 3 217 21    | -2 497 79    |  |

| Environment |                              | Income     |            |              | Expenditure |           |                    |                           |          |             |              | Notes |
|-------------|------------------------------|------------|------------|--------------|-------------|-----------|--------------------|---------------------------|----------|-------------|--------------|-------|
| Code        | Title                        | Inc Budget | Inc Actual | Inc Variance | Exp Budget  | Ex Actual | Ex Committed (POs) | Ex Committed by Committee | Ex Total | Ex Variance | Net Position |       |
| 46          | Footpaths PRoW Maintenance   |            |            | 0 00         | 500 00      |           |                    |                           | 0 00     | 500 00      | 500 00       |       |
| 52          | Environmental Improvements   |            |            | 0 00         | 30 000 00   | 0 60      |                    | 1 100 00                  | 1 100 60 | 28 899 40   | 28 899 40    |       |
| 113         | Electricity for Street Light |            |            | 0 00         | 1 500 00    | 319 62    |                    |                           | 319 62   | 1 180 38    | 1 180 38     |       |
| 129         | Additional Street Lighting   |            |            | 0 00         | 10 000 00   |           |                    |                           | 0 00     | 10 000 00   | 10 000 00    |       |
| 130         | Land at Westford             |            |            | 0 00         | 0 00        |           |                    |                           | 0 00     | 0 00        | 0 00         |       |
| 168         | Cycle Route Cont.            |            |            | 0 00         | 4 000 00    |           |                    |                           | 0 00     | 4 000 00    | 4 000 00     |       |
| Total       |                              | 0 00       | 0 00       | 0 00         | 46 000 00   | 320 22    | 0 00               | 1 100 00                  |          | 44 579 78   | 44 579 78    |       |

| Environmental Improvements Detail |                   |          |
|-----------------------------------|-------------------|----------|
| Code                              | Item              | Budget   |
| April                             | Compost & Mulch   | 500 00   |
| April                             | H-rail & tree     | 200 00   |
| April                             | Relocate Planters | 400 00   |
| Total                             |                   | 1 100 00 |

| OS Projects |  | Income     |            |              | Expenditure |           |                    |                           |           |             |              | Notes                 |
|-------------|--|------------|------------|--------------|-------------|-----------|--------------------|---------------------------|-----------|-------------|--------------|-----------------------|
| Code        | Title                                  | Inc Budget | Inc Actual | Inc Variance | Exp Budget  | Ex Actual | Ex Committed (POs) | Ex Committed by Committee | Ex Total  | Ex Variance | Net Position |                       |
| 50          | Provision of Benches & Litter/Dog Bins |            |            | 0 00         | 2 500 00    |           |                    | 1 676 00                  | 1 676 00  | 824 00      | 824 00       |                       |
| 77          | Playing Pitch Strategy                 |            |            | 0 00         |             |           |                    | 0 00                      | 0 00      | 0 00        | 0 00         |                       |
| 131         | Green Corridor                         |            | 610 00     | 610 00       | 15 000 00   | 2 433 70  |                    | 2 972 45                  | 5 406 15  | 9 593 85    | 10 203 85    |                       |
| 172         | Play Area Reserve                      |            |            | 0 00         |             |           |                    | 0 00                      | 0 00      | 0 00        | 0 00         |                       |
| 241         | Signage                                |            |            | 0 00         | 2 000 00    | 1 943 30  |                    | 1 943 30                  | 56 70     | 56 70       | 56 70        | Line delegated to OSM |
| 242         | PA Planned Maintenance                 |            |            | 0 00         | 10 000 00   |           |                    | 0 00                      | 10 000 00 | 10 000 00   | 10 000 00    |                       |
| 243         | Weed Management                        |            |            | 0 00         | 5 000 00    | 1 600 00  | 2 000 00           | 3 600 00                  | 1 400 00  | 1 400 00    | 1 400 00     |                       |
| 244         | Wellington Park                        |            |            | 0 00         | 20 000 00   | 9 598 45  |                    | 3 555 68                  | 13 154 13 | 6 845 87    | 6 845 87     |                       |
| Total       |  | 0 00       | 610 00     | 610 00       | 54 500 00   | #####     | 2 000 00           | 8 204 13                  |           | 28 720 42   | 29 330 42    |                       |

| Green Corridor Detail |               |          |                         |          |
|-----------------------|---------------|----------|-------------------------|----------|
| Code                  | Item          | Budget   | Of Which P Of Which Act | Balance  |
| April                 | Posts & Rails | 1 200 00 | 527 55                  | 672 45   |
| April                 | New Gates     | 350 00   |                         | 350 00   |
| April                 | Bark Chips    | 400 00   |                         | 400 00   |
| June                  | Bales         | 3 400 00 | 1 850 00                | 1 550 00 |
| Total                 |               | 5 350 00 | 0 00                    | 2 972 45 |

| Wellington Park Detail |                      |           |                             |          |
|------------------------|----------------------|-----------|-----------------------------|----------|
| Code                   | Item                 | Budget    | Of Which PO Of Which Actual | Balance  |
| April                  | Fountain Pump        | 900 00    | 883 30                      | 16 70    |
| April                  | Lockable Posts (rec) | 450 00    | 81 21                       | 368 79   |
| April                  | Heritage Bins        | 2 500 00  | 1 844 00                    | 656 00   |
| April                  | Shelter Repairs      | 700 00    | 713 37                      | -13 37   |
| April                  | Graffiti Removal     | 120 00    | 112 44                      | 7 56     |
| April                  | Perennial plants     | 1 500 00  | 1 500 00                    | 0 00     |
| June                   | Toilets Repairs      | 6 780 00  | 4 260 00                    | 2 520 00 |
| Total                  |                      | 12 950 00 | 0 00                        | 9 394 32 |

#### Finance Manager Notes

As per the Terms of Reference of the Committee, it should review the budget lines delegated to it at each meeting. The relevant Cost Codes are detailed above.

These tables detail the income and expenditure budgets as set for 2025/26 as well as the actual amounts recorded to date. For expenditure budgets, amounts are further detailed for items committed by Purchase Orders (PO) as well as expenditure committed by previous decisions by the Committee that have not yet been allocated to a supplier to raise a PO. The detail tables contain further details on the lines approved at previous meetings giving an update on the balances. Lines have been added to the detail tables assuming all items on the current agenda are approved at the most expensive quotations.

The Net Position column details the amounts currently available for use.