

# MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 1 SEPTEMBER 2025 AT 7.00 PM

**PRESENT:** Councillor J Lloyd (Chair),  
Councillors C Booth, J Cole, S Fox, A Govier, C Govier-Wiggins, R Henley, M Lithgow, M McGuffie, S Mercer, C Penk, S Pringle-Kosikowski, J Thorne and K Wheatley

**IN ATTENDANCE:** David Farrow – CEO/Town Clerk  
Wasif Choudhury – Democratic Services & Finance Officer  
Sergeant Jon O'Connor, Wellington Community Policing Team (for minute 199)  
Robin Upton – Carney Sweeney (for minute 200)  
Emma Geater – Carney Sweeney (for minute 200)  
One member of the press  
19 members of the public

## 194. WELCOME BY THE MAYOR

The Mayor opened the meeting and welcomed those attending.

## 195. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS GIVEN

No apologies were received.

## 196. DECLARATIONS OF INTEREST

There were no additional interests other than those identified on the agenda.

## 197. MINUTES

**RESOLVED** to approve and sign the minutes of the Full Council Meeting on 4 August 2025.

## 198. COMMUNITY AWARDS PRESENTATION

Chief Executive and the Mayor presented the Community Awards to the following recipients:

- Stephen Saunders – 2025 Civic Award
- Friends of Wellington Park – 2025 Community Award
- Leah Spanswick – 2025 Youth Award
- Nook & Cranny – 2025 Business Award

## 199. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One member of the public spoke in relation to the erection of flagpole and structures in the Basins noting that the individuals who had erected it were abusive to volunteers and Council staff who were instructed to remove it. He also spoke in relation to threatening and racist behaviour of youths in the area in relation to the erection of flags.

Chief Executive confirmed he will liaise with Sgt O'Conner outside of the meeting to discuss what action can be taken with regards to this.

## 200. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sgt O'Connor presented his report, which had been circulated prior to the meeting, which was noted.

## 201. PRESENTATION FROM CARNEY SWEENEY

Robin Upton, Director of Planning, from Carney Sweeney (on behalf of Bloor Homes) delivered a presentation on the reserved matters application for residential areas at Longforth Park which was noted. The application has yet to be submitted and is in the process of finalisation following successful consultations.

It was confirmed that the number of proposed homes was reduced due to lower density building plans and the lack of affordable housing being built.

It was confirmed that the usage of the proposed employment land will be for businesses that are both varied and residential-friendly.

Adoptable roads will be at the acceptable standard by September 2026.

At this juncture, it was **RESOLVED** to bring forward agenda item 16 (Planning Applications)

## 202. PLANNING APPLICATIONS

The following planning applications were discussed.

### (a) Case Ref: 46/25/0020

**Proposal:** Erection of food store (Use Class E) with associated works including parking, access and landscaping on land to the south of the A38 and east of West Buckland Road, Wellington

It was confirmed that this application falls into the West Buckland Parish. However, as it directly impacts Wellington and is on the border of Wellington, the Council has been invited to comment on the application.

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

### (b) Case Ref: 43/25/0062

**Proposal:** Application for Outline Planning with all matters reserved, except for access, for the erection of 2 No. dwellings with associated works on land off Corams Lane, Wellington

**RESOLVED** to recommend that this application be refused due to the detrimental impact this will have on local wildlife, biodiversity and local residents. In addition, concerns were also raised over the planned access to the site, which seemed an unusual arrangement.

## 203. TO RECEIVE A REPORT FROM THE MAYOR

The Mayor's report had been circulated prior to the meeting and was noted.

## 204. SOMERSET COUNCIL / LOCAL COMMUNITY NETWORK (LCN) UPDATE

Councillor R Henley stated his delight at the news that the J26 roadworks are due to be completed ahead of schedule. He also expressed his frustration that the Equalities Impact Statement regarding the closure of Lusson Surgery has still to be published. It was also noted that given the poor performance of Jhoots pharmacy, Wellington currently only has two functioning pharmacies.

Councillor A Govier noted that NHS Somerset provided a briefing regarding closure of Lusson Surgery and Councillor A Govier requested that the Jhoots pharmacy contract be revoked as they are not operating as a functional pharmacy anymore as they are without a

pharmacist for most days of the week. He noted that there are further meetings with NHS Somerset scheduled to discuss this.

Councillor R Henley will seek clarification from Somerset Council regarding the public consultation on the introduction of Sunday parking charges.

Councillor J Lloyd noted that the Section 106 requirement to review traffic calming measures at Chelston Roundabout and Heatherton Grange are currently being undertaken. It was confirmed that an order to repaint the double yellow lines at Torres Vedras Drive has been raised and that new signage has been erected in ASDA car park.

## **205. TO RECEIVE THE CHIEF EXECUTIVE'S REPORT ON RECENT COUNCIL ACTIVITIES**

The Chief Executive's report had been circulated prior to the meeting and was noted.

He has made a further request with NHS Somerset to ensure that Council members are invited to the stakeholders meeting regarding the closure of Luson Surgery. He advised that he will be contacting the local Health Watch group in relation to concerns about pharmacy provision in the town as suggested by the Norton Fitzwarren Parish Clerk.

## **206. PLANNING COMMITTEE**

**RESOLVED** to approve and sign the minutes of the Planning Committee meeting held 9 June 2025 (committee now disbanded).

## **207. POLICY AND FINANCE COMMITTEE**

The draft minutes of the meeting held on 11 August 2025 were noted.

## **208. ECONOMIC DEVELOPMENT COMMITTEE**

The draft minutes of the meeting held on 13 August 2025 were noted.

## **209. ENVIRONMENT COMMITTEE**

The draft minutes of the meeting held on 20 August 2025 were noted and the council discussed the recommendations that were proposed.

After some discussion it was **RESOLVED** to approve the recommendations below:

### **(a) Longforth Farm Open Spaces**

- i. That the Council 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. That the Council accepts the transfer of ownership of the play areas on the Longforth Farm development.
- iii. That 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.

### **(b) Green Corridor**

- i. That the Council supports Wellington Community Food in its application to DEFRA for a grant of c£25,500 over three years for improvements to the Community Farm site and surrounding area as detailed in the report.

### **(c) Pump Track Proposal**

- i. that the Council agrees in principle to a Pump Track being located in the Recreation Ground on the site identified in the report to enable more detailed planning and preparation work to continue with final agreement being required from the Council to progress the project once detailed costings and plans area available.

**210. CONCLUSION OF AUDIT 24/25**

**RESOLVED** to note the External Audit Report and the Conclusion of Audit.

**211. TO CONSIDER EXCLUDING MEMBERS OF THE PRESS AND PUBLIC**

**RESOLVED** to exclude members of the press and public under Schedule 12A of the Local Government Act 1972 on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972:  
Reason taken from the legislation - Information is commercially sensitive.

**212. LONGFORTH ROAD TOILETS UPDATE**

The contents of this minute are confidential as they pertain to an item that is commercially sensitive.

**213. TO CONSIDER POSSIBLE LAND ACQUISITION**

The contents of this minute are confidential as they pertain to an item that is commercially sensitive.

**There being no further business the meeting closed at 20:55.**

**STANDING DECLARATIONS OF INTEREST**

**Members of Somerset Council:**

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley

**Director of the Somerset Association of  
Local Councils**

Councillor Janet Lloyd

Mayor

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# Consultation on proposed changes to Sunday parking charges

**Closes 20 Oct 2025**

Opened 8 Sep 2025

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## Contact

Victoria

[consultations@somerset.gov.uk](mailto:consultations@somerset.gov.uk)

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## Overview

### What is this consultation about?

Somerset Council is inviting residents and businesses to share their views on proposals to introduce Sunday parking charges across council-run car parks.

This is part of a wider plan to make parking rules fairer and more consistent across the county.

### Why are changes being proposed?

Currently, parking charges on Sundays vary depending on location:

Sunday charges already apply in places like Watchet, Minehead, Wells, Glastonbury, Frome, Cheddar and Williton.

However, it is free to park on Sundays in locations such as Taunton, Wellington, Bridgwater, Chard, Crewkerne, Yeovil and Highbridge.

This inconsistency can be confusing and unfair, as it means people who are paying to park in one location are effectively subsidising those parking for free in other locations.

### **The proposals aim to:**

- Standardise parking charges on Sundays across Somerset.
- Ensure the parking service remains self-funded, covering costs like staffing, enforcement, and maintenance of car parks.
- Support a sustainable transport strategy by encouraging fair use of parking spaces.

The proposed Sunday charges are part of a broader parking review that includes potential changes to on-street charging and currently free car parks. These elements will be developed in collaboration with local members, town and parish councils, and subject to further public engagement.

The consultation will run for six weeks, from 8 September to 20 October 2025, and feedback received will help inform future decisions.

If you would like to view the full proposal you can download the document at the bottom of this page, if you would like to view the proposals on a town by town basis you can do this within the survey.

Paper copies of this consultation are available on request from Somerset Libraries.

### **Blue Badge holders**

If Blue Badge holders are currently required to pay for parking on Saturdays in a particular location, then the same charges would also apply on Sundays under this proposal.

[Share your views >](#)

## Related

 [Detailed summary of charges and proposed changes](#)

184.0 KB (PDF document)

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Citizen Space from Delib

**North Area (Sedgemoor)**

<b>Town</b>	<b>Car Park</b>	<b>Existing Charges and Schedule</b>	<b>Proposed Charges and Schedule</b>
Bridgwater	Eastover Shoppers (Barclay Street)	Monday to Saturday £0.60 for 30 mins £0.90 for 1 hour £1.60 for 2 hours £2.90 for 4 hours £4.60 all day	Monday to Sunday £0.60 for 30 mins £0.90 for 1 hour £1.60 for 2 hours £2.90 for 4 hours £4.60 all day
Bridgwater	Blake	Monday to Saturday £1.40 for 1 hour £2.30 for 2 hours £3.50 for 3 hours £4.60 for 4 hours	Monday to Sunday £1.40 for 1 hour £2.30 for 2 hours £3.50 for 3 hours £4.60 for 4 hours
Bridgwater	Eastover Short Stay	Monday to Saturday £0.60 for 30 mins £1.00 for 1 hour £1.90 for 2 hours	Monday to Sunday £0.60 for 30 mins £1.00 for 1 hour £1.90 for 2 hours
Bridgwater	Coach Station (Eastover)	Monday to Saturday £4.60 all day	Monday to Sunday £4.60 all day
Bridgwater	Dampiet Street	Monday to Saturday £1.20 for 1 hour £2.30 for 2 hours	Monday to Sunday £1.20 for 1 hour £2.30 for 2 hours
Bridgwater	Market Street	Monday to Saturday £1.20 for 1 hour £2.30 for 2 hours £4.60 for 4 hours £6.90 all day	Monday to Sunday £1.20 for 1 hour £2.30 for 2 hours £4.60 for 4 hours £6.90 all day
Bridgwater	Northgate Yard	Monday to Saturday £1.40 for 1 hour £2.30 for 2 hours £3.50 for 3 hours £4.60 for 4 hours	Monday to Sunday £1.40 for 1 hour £2.30 for 2 hours £3.50 for 3 hours £4.60 for 4 hours
Bridgwater	West Quay	Monday to Saturday £1.00 for 1 hour £1.90 for 2 hours £3.50 for 4 hours £5.80 all day	Monday to Sunday £1.00 for 1 hour £1.90 for 2 hours £3.50 for 4 hours £5.80 all day
Highbridge	Bank Street	Monday to Saturday £0.60 for 30 mins £0.90 for 1 hour £1.60 for 2 hours £2.90 for 4 hours £4.60 all day	Monday to Sunday £0.60 for 30 mins £0.90 for 1 hour £1.60 for 2 hours £2.90 for 4 hours £4.60 all day

## South Area (South Somerset)

Town	Car Park	Existing Charges and Schedule	Proposed Charges and Schedule
Chard	Bath Street	Monday to Saturday £0.80 for 1 hour £1.40 for 2 hours £1.80 for 3 hours £3.30 for 4 hours	Monday to Sunday £0.80 for 1 hour £1.40 for 2 hours £1.80 for 3 hours £3.30 for 4 hours
Chard	Boden Street	Monday to Saturday £0.80 for 1 hour £1.40 for 2 hours £1.80 for 3 hours £3.20 all day	Monday to Sunday £0.80 for 1 hour £1.40 for 2 hours £1.80 for 3 hours £3.20 all day
Chard	Combe Street	Monday to Saturday £1.40 for 2 hours £3.20 all day	Monday to Sunday £1.40 for 2 hours £3.20 all day
Chard	Crowshute	Monday to Saturday £0.80 for 1 hour £1.40 for 2 hours £2.00 all day	Monday to Sunday £0.80 for 1 hour £1.40 for 2 hours £2.00 all day
Chard	Crowshute (Public Service vehicles)	Monday to Saturday £0.80 for 1 hour £1.40 for 2 hours £2.50 all day	Monday to Sunday £0.80 for 1 hour £1.40 for 2 hours £2.50 all day
Chard	Essex Close	Monday to Saturday £0.80 for 1 hour £1.40 for 2 hours £1.80 for 3 hours £3.30 for 4 hours	Monday to Sunday £0.80 for 1 hour £1.40 for 2 hours £1.80 for 3 hours £3.30 for 4 hours
Chard	Marketfield	Monday to Saturday £0.80 for 1 hour £1.40 for 2 hours £1.80 for 3 hours	Monday to Sunday £0.80 for 1 hour £1.40 for 2 hours £1.80 for 3 hours
Chard	The Minnows	Monday to Saturday £1.40 for 2 hours £3.20 all day	Monday to Sunday £1.40 for 2 hours £3.20 all day
Crewkerne	Abbey Street	Monday to Saturday £0.80 for 1 hour £1.00 for 2 hours £2.50 all day	Monday to Sunday £0.80 for 1 hour £1.00 for 2 hours £2.50 all day
Crewkerne	Henhayes	Monday to Saturday £0.60 for 1 hour £0.90 for 2 hours £2.50 all day	Monday to Sunday £0.60 for 1 hour £0.90 for 2 hours £2.50 all day
Crewkerne	South Street 1	Monday to Saturday £0.80 for 1 hour £1.00 for 2 hours £1.50 for 3 hours	Monday to Sunday £0.80 for 1 hour £1.00 for 2 hours £1.50 for 3 hours

Crewkerne	South Street 2	Monday to Saturday £0.80 for 1 hour £1.00 for 2 hours £1.50 for 3 hours £2.70 for 4 hours	Monday to Sunday £0.80 for 1 hour £1.00 for 2 hours £1.50 for 3 hours £2.70 for 4 hours
Crewkerne	West Street	Monday to Saturday £0.80 for 1 hour £1.00 for 2 hours £2.50 all day	Monday to Sunday £0.80 for 1 hour £1.00 for 2 hours £2.50 all day
Iminster	Orchard Vale	Monday to Saturday £0.80 for 1 hour £1.00 for 2 hours £2.00 all day	Monday to Sunday £0.80 for 1 hour £1.00 for 2 hours £2.00 all day
Iminster	Shudrick Lane	Monday to Saturday £0.80 for 1 hour £1.00 for 2 hours £1.50 for 4 hours £2.00 all day	Monday to Sunday £0.80 for 1 hour £1.00 for 2 hours £1.50 for 4 hours £2.00 all day
Iminster	West Street	Monday to Saturday £0.80 for 1 hour £1.00 for 2 hours £2.00 all day	Monday to Sunday £0.80 for 1 hour £1.00 for 2 hours £2.00 all day
Yeovil	Box Factory	Monday to Saturday £1.90 for 2 hours £2.60 for 3 hours £4.30 for 4 hours £5.90 for 5 hours £7.60 for 6 hours £9.20 for 7 hours £10.90 for 8 hours £12.70 for 9 hours £14.20 all day	Monday to Sunday £1.90 for 2 hours £2.60 for 3 hours £4.30 for 4 hours £5.90 for 5 hours £7.60 for 6 hours £9.20 for 7 hours £10.90 for 8 hours £12.70 for 9 hours £14.20 all day
Yeovil	Brunswick Street	Monday to Friday £3.70 all day  Saturday £3.20 all day	Monday to Sunday £3.70 all day
Yeovil	Court Ash	Monday to Saturday £2.00 for 2 hours £2.70 for 3 hours £4.50 for 4 hours £6.20 for 5 hours £8.00 for 6 hours £9.70 for 7 hours £11.40 for 8 hours £13.30 for 9 hours £14.90 all day	Monday to Sunday £2.00 for 2 hours £2.70 for 3 hours £4.50 for 4 hours £6.20 for 5 hours £8.00 for 6 hours £9.70 for 7 hours £11.40 for 8 hours £13.30 for 9 hours £14.90 all day
Yeovil	Earle Street	Monday to Saturday £2.00 for 2 hours £2.70 for 3 hours	Monday to Sunday £2.00 for 2 hours £2.70 for 3 hours

		£3.50 for 4 hours £4.90 all day	£3.50 for 4 hours £4.90 all day
Yeovil	Fairfield	Monday to Friday £3.70 all day  Saturday £3.20 all day	Monday to Sunday £3.70 all day
Yeovil	Goldcroft	Monday to Friday £3.70 all day  Saturday £3.20 all day	Monday to Sunday £3.70 all day
Yeovil	Goldenstones	Monday to Friday £0.90 for 1 hour £1.80 for 2 hours £2.50 for 3 hours £3.70 all day  Saturday £0.90 for 1 hour £1.80 for 2 hours £2.50 for 3 hours £3.20 all day	Monday to Sunday £0.90 for 1 hour £1.80 for 2 hours £2.50 for 3 hours £3.70 all day
Yeovil	Huish	Monday to Friday £1.30 for 1 hour £2.20 for 2 hours £3.70 all day  Saturday £1.30 for 1 hour £2.20 for 2 hours £3.20 all day	Monday to Sunday £1.30 for 1 hour £2.20 for 2 hours £3.70 all day
Yeovil	Market	Monday to Saturday £0.80 for 30 mins £1.50 for 1 hour	Monday to Sunday £0.80 for 30 mins £1.50 for 1 hour
Yeovil	Market Street	Monday to Friday £3.70 all day  Saturday £3.20 all day	Monday to Sunday  £3.70 all day
Yeovil	Middle Street	Monday to Saturday £1.00 for 1 hour £2.00 for 2 hours £2.70 for 3 hours	Monday to Sunday £1.00 for 1 hour £2.00 for 2 hours £2.70 for 3 hours
Yeovil	Newton Road	Monday to Saturday £1.50 for 1 hour £2.70 for 2 hours	Monday to Sunday £1.50 for 1 hour £2.70 for 2 hours
Yeovil	North Lane	Monday to Saturday £2.00 for 2 hours £2.70 for 3 hours	Monday to Sunday £2.00 for 2 hours £2.70 for 3 hours

Yeovil	Park Street	Monday to Saturday £0.80 for 30 mins £1.50 for 1 hour	Monday to Sunday £0.80 for 30 mins £1.50 for 1 hour
Yeovil	Peter Street	Monday to Saturday £0.80 for 30 mins £1.50 for 1 hour	Monday to Sunday £0.80 for 30 mins £1.50 for 1 hour
Yeovil	Petters Way	Monday to Saturday £2.00 for 2 hours £2.70 for 3 hours £4.50 for 4 hours £6.20 for 5 hours £8.00 for 6 hours £9.70 for 7 hours £11.40 for 8 hours £13.30 for 9 hours £14.90 all day	Monday to Sunday £2.00 for 2 hours £2.70 for 3 hours £4.50 for 4 hours £6.20 for 5 hours £8.00 for 6 hours £9.70 for 7 hours £11.40 for 8 hours £13.30 for 9 hours £14.90 all day
Yeovil	South Street	Monday to Saturday £0.80 for 30 mins £1.50 for 1 hour	Monday to Sunday £0.80 for 30 mins £1.50 for 1 hour
Yeovil	Stars Lane West	Monday to Saturday £2.00 for 2 hours £2.70 for 3 hours £3.50 for 4 hours £4.90 all day	Monday to Sunday £2.00 for 2 hours £2.70 for 3 hours £3.50 for 4 hours £4.90 all day
Yeovil	West Hendford	Monday to Saturday £2.00 for 2 hours £2.70 for 3 hours	Monday to Sunday £2.00 for 2 hours £2.70 for 3 hours



## East Area (Mendip)

Town	Car Park	Existing Charges and Schedule	Proposed Charges and Schedule
Frome	Badcox	Monday to Saturday £0.90 for 30 mins £1.30 for 1 hour £3.00 for 2 hours  Sunday £2.30 all day	Monday to Sunday £0.90 for 30 mins £1.30 for 1 hour £3.00 for 2 hours
Frome	Cattle Market	Monday to Saturday £1.30 for 1 hour £1.80 for 2 hours £2.30 for 3 hours £4.20 for 4 hours £6.80 all day  Sunday £2.30 all day	Monday to Sunday £1.30 for 1 hour £1.80 for 2 hours £2.30 for 3 hours £4.20 for 4 hours £6.80 all day
Frome	Cattle Market - HGV's	Monday to Saturday £11.60 <b>overnight</b>	Monday to Sunday £11.60 <b>overnight</b>
Frome	Cork Street	Monday to Saturday £0.90 for 30 mins £1.30 for 1 hour £1.80 for 2 hours  Sunday £2.30 all day	Monday to Sunday £0.90 for 30 mins £1.30 for 1 hour £1.80 for 2 hours
Frome	Merchants Barton	Monday to Saturday £1.30 for 1 hour £1.80 for 2 hours £2.30 for 3 hours £4.20 for 4 hours £6.80 all day  Sunday £2.30 all day	Monday to Sunday £1.30 for 1 hour £1.80 for 2 hours £2.30 for 3 hours £4.20 for 4 hours £6.80 all day
Frome	North Parade	Monday to Saturday £2.20 for 4 hours £3.60 all day  Sunday £2.30 all day	Monday to Sunday £2.20 for 4 hours £3.60 all day
Frome	Vicarage Street	Monday to Saturday £0.90 for 30 mins £1.30 for 1 hour £1.80 for 2 hours	Monday to Sunday £0.90 for 30 mins £1.30 for 1 hour £1.80 for 2 hours

		Sunday £2.30 all day	
Shepton Mallet	Commercial Road	Monday to Saturday £1.30 for 1 hour £1.80 for 2 hours £2.30 for 3 hours £3.20 for 4 hours £4.40 all day  Sunday £2.30 all day	Monday to Sunday £1.30 for 1 hour £1.80 for 2 hours £2.30 for 3 hours £3.20 for 4 hours £4.40 all day
Shepton Mallet	Commercial Road - HGV	Monday to Saturday £11.60 <b>overnight</b>	Monday to Sunday £11.60 <b>overnight</b>
Shepton Mallet	Great Ostry	Monday to Saturday £1.30 for 1 hour £1.80 for 2 hours £2.30 for 3 hours £4.20 for 4 hours £6.80 all day  Sunday £2.30 all day	Monday to Sunday £1.30 for 1 hour £1.80 for 2 hours £2.30 for 3 hours £4.20 for 4 hours £6.80 all day
Shepton Mallet	Regal Road East	Monday to Saturday £0.90 for 30 mins £1.50 for 1 hour £3.00 for 2 hours £3.60 for 3 hours £6.80 all day  Sunday £2.30 all day	Monday to Sunday £0.90 for 30 mins £1.50 for 1 hour £3.00 for 2 hours £3.60 for 3 hours £6.80 all day

## West Area (Somerset West and Taunton)

Town	Car Park	Existing Charges and Schedule	Proposed Charges and Schedule
Taunton	Ash Meadows	Monday to Saturday Up to 1 hour £1.40 Up to 2 hours £2.90 Up to 3 hours £4.40	Monday to Sunday Up to 1 hour £1.40 Up to 2 hours £2.90 Up to 3 hours £4.40
Taunton	Belvedere Road	Monday to Saturday Up to 1 hour £1.30 Up to 2 hours £2.60 Up to 3 hours £4.00 Up to 4 hours £5.30 Up to 5 hours £7.60 Up to 6 hours £9.20 Up to 7 hours £10.20 Up to 10 hours £10.80	Monday to Sunday Up to 1 hour £1.30 Up to 2 hours £2.60 Up to 3 hours £4.00 Up to 4 hours £5.30 Up to 5 hours £7.60 Up to 6 hours £9.20 Up to 7 hours £10.20 Up to 10 hours £10.80
Taunton	Canon Street	Monday to Saturday Up to 1 hour £1.30 Up to 2 hours £2.60 Up to 3 hours £4.00 Up to 4 hours £5.30 Up to 5 hours £7.60 Up to 6 hours £9.20 Up to 7 hours £10.20 Up to 10 hours £10.80	Monday to Sunday Up to 1 hour £1.30 Up to 2 hours £2.60 Up to 3 hours £4.00 Up to 4 hours £5.30 Up to 5 hours £7.60 Up to 6 hours £9.20 Up to 7 hours £10.20 Up to 10 hours £10.80
Taunton	Castle Street	Monday to Saturday Up to 1 hour £1.30 Up to 2 hours £2.60 Up to 3 hours £4.00 Up to 4 hours £5.30 Up to 5 hours £7.60 Up to 6 hours £9.20 Up to 7 hours £10.20 Up to 10 hours £10.80	Monday to Sunday Up to 1 hour £1.30 Up to 2 hours £2.60 Up to 3 hours £4.00 Up to 4 hours £5.30 Up to 5 hours £7.60 Up to 6 hours £9.20 Up to 7 hours £10.20 Up to 10 hours £10.80
Taunton	Coal Orchard	Monday to Saturday Up to 1 hour £1.40 Up to 2 hours £2.90 Up to 3 hours £4.40	Monday to Sunday Up to 1 hour £1.40 Up to 2 hours £2.90 Up to 3 hours £4.40
Taunton	Duke Street	Monday to Saturday Up to 1 hour £1.40 Up to 2 hours £2.90 Up to 3 hours £4.40	Monday to Sunday Up to 1 hour £1.40 Up to 2 hours £2.90 Up to 3 hours £4.40
Taunton	Elms Parade	Monday to Saturday Up to 1 hour £1.40 Up to 2 hours £2.90 Up to 3 hours £4.40	Monday to Sunday Up to 1 hour £1.40 Up to 2 hours £2.90 Up to 3 hours £4.40

Taunton	Enfield	Monday to Saturday	Monday to Sunday
		Up to 1 hour £1.30	Up to 1 hour £1.30
		Up to 2 hours £2.60	Up to 2 hours £2.60
		Up to 3 hours £4.00	Up to 3 hours £4.00
		Up to 4 hours £5.30	Up to 4 hours £5.30
		Up to 5 hours £7.60	Up to 5 hours £7.60
		Up to 6 hours £9.20	Up to 6 hours £9.20
		Up to 7 hours £10.20	Up to 7 hours £10.20
		Up to 10 hours £10.80	Up to 10 hours £10.80
Taunton	Fons George	Monday to Saturday	Monday to Sunday
		Up to 1 hour £1.20	Up to 1 hour £1.20
		Up to 2 hours £2.40	Up to 2 hours £2.40
		Up to 3 hours £3.60	Up to 3 hours £3.60
		Up to 4 hours £4.80	Up to 4 hours £4.80
		Up to 5 hours £7.00	Up to 5 hours £7.00
		Up to 6 hours £8.40	Up to 6 hours £8.40
Taunton	High Street	Monday to Saturday	Monday to Sunday
		Up to 1 hour £1.30	Up to 1 hour £1.30
		Up to 2 hours £2.60	Up to 2 hours £2.60
		Up to 3 hours £4.00	Up to 3 hours £4.00
		Up to 4 hours £5.30	Up to 4 hours £5.30
		Up to 5 hours £7.60	Up to 5 hours £7.60
		Up to 6 hours £9.20	Up to 6 hours £9.20
		Up to 7 hours £10.20	Up to 7 hours £10.20
		Up to 10 hours £10.80	Up to 10 hours £10.80
Taunton	Kilkenny	Monday to Saturday	Monday to Sunday
		Up to 1 hour £1.30	Up to 1 hour £1.30
		Up to 2 hours £2.60	Up to 2 hours £2.60
		Up to 3 hours £4.00	Up to 3 hours £4.00
		Up to 4 hours £5.30	Up to 4 hours £5.30
		Up to 5 hours £7.60	Up to 5 hours £7.60
		Up to 6 hours £9.20	Up to 6 hours £9.20
		Up to 7 hours £10.20	Up to 7 hours £10.20
		Up to 10 hours £10.80	Up to 10 hours £10.80
Taunton	Orchard Multi-Storey	Monday to Saturday	Monday to Sunday
		Up to 1 hour £1.30	Up to 1 hour £1.30
		Up to 2 hours £2.60	Up to 2 hours £2.60
		Up to 3 hours £4.00	Up to 3 hours £4.00
		Up to 4 hours £5.30	Up to 4 hours £5.30
		Up to 5 hours £7.60	Up to 5 hours £7.60
		Up to 6 hours £9.20	Up to 6 hours £9.20
		Up to 7 hours £10.20	Up to 7 hours £10.20
		Up to 10 hours £10.80	Up to 10 hours £10.80
Taunton	Tangier	Monday to Saturday	Monday to Sunday
		Up to 1 hour £1.30	Up to 1 hour £1.30
		Up to 2 hours £2.60	Up to 2 hours £2.60
		Up to 3 hours £4.00	Up to 3 hours £4.00
		Up to 4 hours £5.30	Up to 4 hours £5.30
		Up to 5 hours £7.60	Up to 5 hours £7.60
		Up to 6 hours £9.20	Up to 6 hours £9.20

		Up to 7 hours      £10.20 Up to 10 hours      £10.80	Up to 7 hours      £10.20 Up to 10 hours      £10.80
Taunton	The Crescent	Monday to Saturday Up to 1 hour      £1.60 Up to 2 hours      £3.20 Up to 3 hours      £4.80	Monday to Sunday Up to 1 hour      £1.60 Up to 2 hours      £3.20 Up to 3 hours      £4.80
Taunton	Victoria Gate	Monday to Saturday Up to 1 hour      £1.30 Up to 2 hours      £2.60 Up to 3 hours      £4.00 Up to 4 hours      £5.30 Up to 5 hours      £7.60 Up to 6 hours      £9.20 Up to 7 hours      £10.20 Up to 10 hours      £10.80	Monday to Sunday Up to 1 hour      £1.30 Up to 2 hours      £2.60 Up to 3 hours      £4.00 Up to 4 hours      £5.30 Up to 5 hours      £7.60 Up to 6 hours      £9.20 Up to 7 hours      £10.20 Up to 10 hours      £10.80
Taunton	Whirligig	Monday to Saturday Up to 1 hour      £1.40 Up to 2 hours      £2.90 Up to 3 hours      £4.40	Monday to Sunday Up to 1 hour      £1.40 Up to 2 hours      £2.90 Up to 3 hours      £4.40
Taunton	Wood Street	Monday to Saturday Up to 1 hour      £1.30 Up to 2 hours      £2.60 Up to 3 hours      £4.00 Up to 4 hours      £5.30 Up to 5 hours      £7.60 Up to 6 hours      £9.20 Up to 7 hours      £10.20 Up to 10 hours      £10.80	Monday to Sunday Up to 1 hour      £1.30 Up to 2 hours      £2.60 Up to 3 hours      £4.00 Up to 4 hours      £5.30 Up to 5 hours      £7.60 Up to 6 hours      £9.20 Up to 7 hours      £10.20 Up to 10 hours      £10.80
Wellington	Longforth Road	Monday to Saturday Up to 2 hours      £1.30 Up to 3 hours      £1.90 Up to 4 hours      £2.50 Up to 10 hours      £3.20	Monday to Sunday Up to 2 hours      £1.30 Up to 3 hours      £1.90 Up to 4 hours      £2.50 Up to 10 hours      £3.20
Wellington	Longforth Road Coaches	Monday to Saturday £3.20 all day	Monday to Sunday £3.20 all day
Wellington	North Street	Monday to Saturday Up to 2 hours      £1.30 Up to 3 hours      £1.90 Up to 4 hours      £2.50 Up to 10 hours      £3.20	Monday to Sunday Up to 2 hours      £1.30 Up to 3 hours      £1.90 Up to 4 hours      £2.50 Up to 10 hours      £3.20
Wellington	South Street	Monday to Saturday Up to 1 hour      £1.00 Up to 2 hours      £1.30 Up to 3 hours      £1.90 Up to 4 hours      £2.50 Up to 10 hours      £3.20	Monday to Sunday Up to 1 hour      £1.00 Up to 2 hours      £1.30 Up to 3 hours      £1.90 Up to 4 hours      £2.50 Up to 10 hours      £3.20



Title	Chief Executives Report
Meeting	Full Council
Date of meeting	6 October 2025
Action Required	For noting
Report Author and email address	<a href="mailto:townclerk@wellingtontowncouncil.co.uk">townclerk@wellingtontowncouncil.co.uk</a>

## 1. Introduction

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

## 2. Other Matters

- Somerset Council has confirmed that it has received sufficient requests to call an election in the South Ward of the town. At the time of writing we have not been advised of the date of the election. I will update at the Council meeting if I have received further information by then.
- The official opening of the Kings Arms Community Hub took place on the 30 September 2025 attended by the Deputy Lord Lieutenant of Somerset, The High Sherrif, the Mayor, Gideon Amos MP, the Chair and Leader of Somerset Council and around 70 other invited guests.
- Ten staff received safeguarding training delivered by Laura our Community Development officer on the 22 October. Two members of staff were already trained so didn't need to attend meaning that there are two members of staff outstanding. We are looking at setting up briefings for councillors in the coming months.
- The Devon and Somerset Metro Board met on the 26 September. Funding has been allocated and work is progressing on the Network Rail's Approval In Principle stage of the project where the chosen design undergoes a formal review to ensure it meets strategic, technical, and regulatory requirements. This stage includes value engineering to optimize cost and feasibility. This will be completed before the end of this year.

- Work has begun on developing a specification for the proposed pump track in The Rec and potential funding sources are being explored including S106 funding held by Somerset Council.
- Reminiscence Learning will be delivering a number of short briefing sessions for staff as part of the project to make Wellington a Dementia Inclusive Town. This session will help build understanding of dementia and offer practical tools to better support members of the public, colleagues, and community groups who may be affected. Similar sessions will be arranged for councillors

### 3. Communications and Social Media

In the period from 25<sup>th</sup> August to 29<sup>th</sup> September 2025 our social media engagement has seen a decrease from the previous month. We received 180.2k posts views in this period along with 80 new Facebook followers, bringing our total up to 3,774. This number equates to almost 24% of the town's total population following our posts. Our Instagram following remains steady at 414, with 7.3k views since 25<sup>th</sup> August.

Our top five posts for this period are listed below. Please note that the terminology has changed since the last update, with "reach" now being "viewers" to describe how many profiles saw a post at least once:

1. R W Gale moving planter from Kamyko to Red Lion Court free of charge – 326 reactions, 24.2k viewers
2. R W Gale beginning work on accessible plot at The Basins Allotments – 78 reactions, 5.1k viewers
3. Presentation of Community Awards – 69 reactions, 1.8k viewers
4. Chelston link road completed – 64 reactions, 1k viewers
5. Wellington Park spot the difference – 63 reactions, 5.6k reach

The Kings Arms Community Hub has 386 followers on Facebook and an ever-growing presence online.

The Wellington Town Council Newsletter has 240 subscribers and issue 20 will be sent out on Friday 10<sup>th</sup> October.

### 4. October Meetings/Events

Dave	Time	Event	Location	Who Involved
3 October	All day	Somerset Parishes Conference	Bridgwater	Major/CEO/DSFM and CDO
6 October	7.00pm	Full Council	URC Hall	All
8 October	All Day	South West in Bloom Awards	Torquay	Mayor/Open Spaces Manager
10 October	6.00pm	Chair of Somerset Council Awards Evening	Taunton Rugby Club	Mayor
11 October	6.00pm	Chard Carnival	Chard	Mayor
13 October	6.00pm	Policy and Finance Committee	URC Hall	Committee members
15 October	10.30am	Town and Parish Councils Breifing	Virtual	CEO

15 October	6.00pm	Economic Development Committee	URC Hall	Committee members
19 October	3.00pm	Civic Service	St Johns	All
20 October	6.00pm	Community Development Committee	URC Hall	Committee members
21 October	2.00pm	Rem Learning Briefing	Chamber	Staff
25 October	4.00pm	Garen of Light Event	Wellington Park	Mayor
29 October	11.00am	Whacky Wednesday	Sports Centre	All invited

#### 4. SLT Annual Leave

10 October – Community Development Officer

24 – 31 - October CEO

27-31 October - Open Spaces Manager

28-30 October – Finance and Democratic Services Officer

#### 5. Links to Council Vision and Place Plan

##### Vision

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- A town with a diverse, thriving, and resilient local economy
- A town with vibrant cultural, sporting, and social communities
- Proud and protective of our heritage, green spaces, and biodiversity
- Committed to becoming a net carbon neutral town
- A destination of choice for people to live and work and for businesses to be located.
- Connected with the Blackdown Hills National Landscape and surrounding communities

##### Wellington Place Plan

- Inclusive Access and Connected Communities
- Pride in Place: Culture, Heritage & Belonging
- A Healthy, Sustainable & Green Town
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety
- Enterprise, Skills & Local Economies

#### 6. Financial Implications

None



7. Risks None
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8. Considerations The Council is asked to note the report.
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# **MINUTES OF THE WELLINGTON TOWN COUNCIL COMMUNITY COMMITTEE MONDAY 15 SEPTEMBER 2025 AT 6.00 PM**

**Present:** Councillor A Govier (Chair)  
Councillors C Govier-Wiggins, J Cole, M McGuffie, M Lithgow

**In attendance:** Dave Farrow – CEO/Town Clerk  
Wasif Choudhury – Democratic Services & Finance Officer  
Laura Batcha – Community Development Officer  
Peter Joint – Community Connect Champion  
Michelle Brooks – Representative of Somerset Council LCN  
(For minute 223)  
Nick Harvey – Representative of In The Mix (For minutes 221 & 222)  
Councillor J Thorne  
One member of the press  
One member of the public

## **214 CHAIR TO WELCOME MEMBERS**

Chair welcomed members to the committee.

## **215 TO RECEIVE APOLOGIES AND APPROVE THE REASONS GIVEN**

Apologies were received from Councillor J Lloyd.

## **216 DECLARATIONS OF INTEREST**

Councillors A Govier & M Lithgow declared an interest relating to items 221 and 222 due to their roles as Wellington Community Support Services Director (WCSS).

## **217 PUBLIC PARTICIPATION**

No public participation.

## **218 MINUTES**

**RESOLVED** to approve the minutes of the Community Committee meeting held 21 July 2025.

## **219 COMMUNITY CONNECT CHAMPION**

An update was provided by Pete Joint (Community Connect Champion) which was noted.

He advised that the Young Persons Independent Advisory Group which was established in Wellington a year ago will attend the County Police Independent Advisory Group meeting on the 16 September to update on their activities.

He also confirmed that requests for One Team funding to cover over 2 years have been made to Somerset Council.

## 220 KINGS ARMS COMMUNITY HUB

An update on the following was provided:

### i) Health & Safety at Kings Arms Community Hub

The Chief Executive confirmed that the soft opening of the Kings Arms Community Hub has allowed us to stress test the health and safety protocols that were in place. In addition to this, WT Consultancy have carried out a review of the area with a raft of recommendations.

WT Consultancy was made aware that WTC will offer the Kings Arms Community Hub as a venue to host events and organisations using it will be responsible for their own H&S assessments and associated actions as per the User Agreement.

### ii) SALC 6-month report

A structure for the report has been made to ensure that data is collated accurately.

- (i) To consider a request to allocate additional funds to the operational budget for additional engagement events.

**RESOLVED** to approve release of funds (£950) for the use of engagement events.

### iii) Youth Drop in Feedback

At this juncture, it was **RESOLVED** to bring forward agenda Item 12 (Youth Service Delivery Report) and Item 13 (Youth Delivery October Half-Term)

## 221 YOUTH SERVICE DELIVERY REPORT

Nick Harvey from In the Mix project (ITMP) provided an update on the detached youth provision provided by them this summer. He noted the differences between detached provision and provision that is delivered in a specific location stating that, if approved for delivery at Kings Arms Community Hub, then attendees would be registered with ITMP which will allow for the formation of an accurate data set which could be used to determine trends and impact.

The Chair raised the importance of a closer relationship with Court Fields Community School which will assist with the development of a well-rounded youth provision in Wellington.

**RESOLVED** to approve the proposal for youth provision delivery by ITMP with costs allocated from the Wellington Community Support Services (WCSS) budget.

**RESOLVED** to approve Council Officers exploring additional long-term funding options to supplement and sustain youth provision.

## **222 YOUTH DELIVERY – OCTOBER HALF-TERM**

The report was noted.

**RESOLVED** to approve the delivery of youth provision during October half-term at a cost of £1,576 from the Wellington Community Support Services (WCSS) budget.

It was **AGREED** that Council Officers should set up paperwork for delegation of authority which will set a monetary limit for what Council Officers can spend without needing to come to the Committee for approval.

At this juncture, it was **RESOLVED** to bring forward agenda item 11 (Together in Tone Bid)

## **223 TOGETHER IN TONE BID**

Michelle Brooks stated how Together in Tone is a community music and wellbeing project that brings together choirs, musicians, and residents from across multiple parishes to co-create and perform original music. The project aims to reduce isolation, celebrate local identity, and strengthen connections through shared musical experiences. It is an intergenerational project that will make meaningful difference to the wider community.

Laura Batcha confirmed that this project involves no WTC funding and funding will come solely from SALC.

Councillor Cole questioned whether the project should be managed by staff responsible for running events rather than the Community Development Officer.

Council Officers will ensure that the workload related to the project is allocated in the most appropriate manner.

**RESOLVED** to approve request to apply for SALC funding for this project.

## **224 ACCELERATED REFORM FUND UPDATE**

The Accelerated Reform Fund bid was discussed and noted by the Committee.

After much discussion, it was confirmed that fixed-term contracts within the Community sector are commonplace and that it would not be assumed that a fixed-term contract will automatically evolve into a full-time permanent contract.

It was agreed that the targets for success need to be clearly defined and an analysis on the impact of the role should take place before the end of the fixed-term contract.

**RESOLVED** to recommend to Full Council that £10,700 be allocated upon a successful bid application.

An error in the business plan was noted. 8c Appendix 3 Wellington Connect (working title) Business Plan - section 4 Key Deliverables and Milestones amended to say Jan-March 2026 instead of 2025 in the quarter one.

**225 SAFEGUARDING POLICY**

The Committee considered the report circulated prior to the meeting which contained the proposed revised changes to the Safeguarding Policy.

It was **AGREED** that Council Officers should investigate the viability of carrying out Enhanced DBS checks for all roles.

**RESOLVED** to recommend to Full Council that the proposed changes to the Safeguarding Policy be adopted.

**226 COMMUNITY ENGAGEMENT POLICY**

The draft Community Engagement Policy was reviewed and discussed.

It was **AGREED** that Council Officers would review and clarify the wording regarding 'final decision-making in the hands of the public (where appropriate)' found in section 5 of the policy draft.

**RESOLVED** to recommend to Full Council following amendments.

**227 COUNCIL POSITION STATEMENT OF THE DISPLAYING OF FLAGS AROUND THE TOWN**

A draft statement was presented by the Chief Executive which was considered by the Committee.

After some discussion **RESOLVED** to recommend to Full Council for approval.

**228 BUDGET REPORT**

Budget was noted.

It was **AGREED** that Council Officers should actively investigate reasons to spend from the Cost-of-Living fund.

**There being no further business the meeting closed at: 19:35**

Initial.....



Title	Accelerated Reform Fund (ARF) Bid
Meeting	Full Council
Date of meeting	06.10.25
Action Required	To note the ARF bid submission and agree the proposed match funding contribution from the Community Development Budget (2025/26).
Report Author and email address	Laura Batcha Community Development Officer

### 1. Introduction

The purpose of this report is to seek the Council's agreement to approve a commitment of £10,700 from the 2025/26 Community Development Budget, should the bid be successful.

### 2. Background

2.1 Wellington Town Council has submitted a funding application to the Somerset Accelerating Reform Fund (ARF) for **£41,000** to support delivery of the "Wellington Connect" project.

2.2 The project will fund a 12-month fixed-term Community Project Co-ordinator to deliver a campaign supporting unpaid carers, facilitate information sharing and referrals across Wellington, and develop a sustainable working group and online Community Directory.

2.3 The business plan, monthly budget breakdown, and job description have all been submitted as part of the bid package.

2.4 The Town Council's contribution of **£10,700** will cover a portion of the Co-ordinator's salary and delivery of linked community engagement events.

2.5 A decision on the funding is expected in October 2025.

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

**Links to Council Vision and Place Plan**

This project directly supports the Council's strategic vision and Wellington Place Plan priorities:

**Vision Alignment:**

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- A town with vibrant cultural, sporting, and social communities
- A destination of choice for people to live and work

**Wellington Place Plan Themes:**

- Inclusive Access and Connected Communities
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety

**4. Financial Implications**

If the bid is successful, the Council will allocate £10,700 from the 2025/26 Community Development Budget:

- £9,000 towards the salary of the Project Co-ordinator
- £1,700 towards the campaign and community event delivery

This contribution will support the bid's value-for-money case and evidence the Council's commitment to project sustainability.

**5. Risks**

- If the bid is unsuccessful, the project cannot be delivered at the proposed scale unless alternative funding is sourced.
- If the bid is successful but Council funding is not approved, the funding award may not be viable.
- Precept setting timelines could impact the longer-term sustainability of the role; this is addressed through an end-of-project evaluation and contingency planning (as outlined in the business plan).

**6. Considerations**

- If the bid is successful, Full Council approves that £10,700 be allocated from General Reserves to build a final earmarked reserve of £51,700 to be spent within both 25-26 & 26-27 financial years.

## 7. Background Papers





Title	Safeguarding Policy Update
Meeting	Full Council
Date of meeting	6 October 2025
Action Required	Approval required.
Report Author and email address	Laura Batcha – Community Development Officer

## 1. Introduction

1.1 The purpose of this report is to seek Full Council approve to proposed updates to the Town Council's Safeguarding Policy.

1.2 The policy has been reviewed to reflect operational changes, including the addition of the Kings Arms Community Hub under the Council's safeguarding remit.

## 2. Background

2.1 Wellington Town Council adopted its current Safeguarding Policy to ensure children and vulnerable adults accessing council services are protected from harm. The Kings Arms Community Hub now forms part of the Council's operational services and regularly works with young people and vulnerable adults, necessitating its inclusion in the policy.

2.2 The proposed updates also clarify the designated safeguarding roles, confirming the Community Development Officer as the Lead and the Kings Arms Community Hub Manager as the Deputy, with the Town Clerk as the escalation point in their absence.

2.3 Minor terminology updates (e.g. replacing 'Criminal Records Bureau' with 'Disclosure and Barring Service') and process clarifications are also included.

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

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety

### 4. Financial Implications

There are no direct financial implications associated with adopting the revised policy. Any future training or DBS costs are included in existing operational budgets.

### 5. Risks

Failure to update the Safeguarding Policy to reflect current operations and staff roles could lead to unclear procedures and reduced accountability in safeguarding practice. The proposed updates mitigate this by clearly outlining responsibilities and points of contact.

### 6. Considerations

That Full Council agrees to adopt the revised Safeguarding Policy as presented, with the updated safeguarding lead roles and inclusion of the Kings Arms Community Hub.

Key Updates to Make

#### **Include Kings Arms Community Hub under the policy**

Where to update:

- Section 1.1 (Introduction) – Add a sentence:

"This policy also applies to all activities and services delivered at the Kings Arms Community Hub, which operates under the remit of Wellington Town Council."

- Also mention this under Section 2 (Scope) to confirm coverage.

#### **Designated Safeguarding Roles**

Update in Section 9.3 (Confidentiality/Lead Responsibilities) and Section 4 or 10:

- Clearly define the Designated Safeguarding Lead and Deputy, and who to contact in their absence:

"The Council's Designated Safeguarding Lead is the Community Development Officer.

The Deputy Designated Safeguarding Lead is the Kings Arms Community Hub Manager.

In the absence of both the Lead and Deputy, staff should report concerns to the Chief Executive/Town Clerk.

If the concern relates to the Designated Safeguarding Lead, Deputy or Town Clerk, the matter should be reported to the Chief Executive/Town Clerk or in their absence the Mayor."

### **Additional Recommendations**

#### **Update DBS Check Language**

Section 10.1 still refers to "Criminal Records Bureau," which should be updated to Disclosure and Barring Service (DBS).

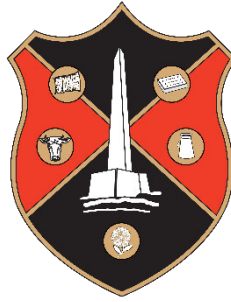
#### **Clarify DBS Level (Basic vs Enhanced)**

- Basic DBS checks will be used where appropriate
- Enhanced checks will only be required for roles meeting the regulated activity criteria

"The level of DBS check will be determined by the role's level of contact with children or vulnerable adults, following government guidance."

#### **Ensure all contact numbers are current**

Section 8 and poster references still use "Somerset County Council", confirm it's now referred to as Somerset Council throughout.



## Wellington Town Council Community Engagement Policy

### 1. Purpose

The purpose of this policy is to establish a clear framework for effective, inclusive, and transparent two-way communication between the Council and the community. This policy ensures that community input is valued and contributes meaningfully to decision-making processes. All officers and elected members of Wellington Town Council share responsibility for ensuring that meaningful community engagement is embedded across all functions. Engagement is not limited to formal consultations — it is an ongoing process of dialogue, listening, and co-creation with the public.

### 2. Scope

This policy applies to all community engagement activities undertaken by the Council, including but not limited to strategic planning, service delivery, infrastructure projects, policy development, and local governance matters.

### 3. Objectives

- Facilitate meaningful dialogue between the Council and the community.
- Ensure community views inform council decisions.
- Build trust, transparency, and accountability.
- Foster inclusive participation that reflects the diversity of the community.

### 4. Principles of Engagement

The Council commits to the following principles:

- Inclusive: Engage with a broad cross-section of the community, including underrepresented and vulnerable groups.
- Transparent: Clearly communicate the purpose, process, and outcomes of engagement.
- Timely: Initiate engagement early in the decision-making process.
- Accessible: Use multiple platforms and formats to suit various needs.
- Respectful: Treat all community contributions with fairness and respect.
- Feedback-Oriented: Close the loop by reporting back on how community input influenced decisions.
- Equitable: Proactively identify and reach out to underrepresented groups, including young people, disabled residents, carers, those on low incomes, and communities who may not engage digitally.

## **5. Engagement Levels**

The Council will apply appropriate engagement levels based on the following principles:

- Inform – Provide information to assist understanding.
- Consult – Obtain feedback on proposals or decisions.
- Involve – Work directly with the public throughout the process.
- Collaborate – Partner with the community in decision-making.

## **6. Two-Way Communication Strategies**

To support two-way communication, the Council will:

- Host public meetings, forums, and workshops.
- Use surveys, focus groups, and online engagement tools.
- Maintain open channels for ongoing dialogue (e.g., social media, email, service centers).
- Appoint community liaisons or advisory groups where appropriate.
- Provide clear feedback on how community input was considered or implemented.

## **7. Responsibilities**

- Councillors: Champion engagement and consider community input in decision-making.
- Council Staff: Design and deliver engagement activities aligned with this policy.
- Community Members: Participate constructively and respectfully in engagement processes.
- The Council: will also work with partners to support residents and local groups to build capacity and confidence to engage effectively, including offering tools, training, or opportunities for co-design and collaboration.

## **8. Strategic Alignment**

This engagement policy supports the delivery of the Wellington Community Development Plan (2025–2030), which relies on widespread public participation to shape priorities and outcomes. Engagement activities undertaken under this policy will directly inform the CDP and future strategic documents. This also strengthens Wellington Town Council's commitment to inclusive, accountable, and transparent governance.

## **9. Evaluation and Review**

The effectiveness of community engagement will be regularly reviewed through:

- Feedback from participants.
- Post-engagement evaluations.

- Annual reporting on engagement activities and outcomes.

The report will include activities undertaken, who was engaged, key themes raised, and how community input has influenced Council decisions

This report will contribute to continuous improvement and transparency, and inform updates to the Community Development Plan.

This policy will be formally reviewed every three years or earlier if required.



Title	Council Position Statement of the Displaying of Flags Around the Town
Meeting	Community Committee
Date of meeting	15 September 2025
Action Required	Recommendation to Council
Report Author and email address	Dave Farrow, Chief Executive/Town Clerk townclerk@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 The purpose of this report is to seek the Committee's views on whether the Council should issue a formal statement in relation to the displaying of flags around the town and if so to consider the draft statement attached to this report.

## 2. Background

2.1 The last few weeks have seen several Union Flags and St George's Cross flags attached to lampposts around the town and painted on road markings such as zebra crossings and mini roundabouts.

2.2 Many people have welcomed the displaying of the flags as celebrating national pride. However, others have expressed concern about them citing links to far right groups promoting this nationally and giving examples of threatening, abusive and racist behaviour towards them both in person and on social media if they have questioned why the flags are being flown.

2.3 From a legal perspective Somerset Council has advised that it is an offence under the Highways Act 1980 to deface road markings it will only take action to remove flags from streetlights or painted on road markings if there is a safety issue. If there isn't they will remain in place and removed as part of its ongoing maintenance programme.

2.4 As advised by Sgt Jon O'Connor at the September Council meeting, the displaying of a flag of itself is not a criminal offence neither can the police assume the motivation for flying a flag. However, he said the police would investigate if there were behaviours that could be deemed to be threatening, abusive or racist.

2.5 There are clearly strong views on both sides of the argument. Some members of the community are asking for the Council to set its position on this matter and the purpose of this paper is to seek the Committee's views on that.

2.6 Should the Committee consider recommending to Full Council that it does set out its position, a draft statement is attached for consideration

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

#### Vision

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- Proud and protective of our heritage, green spaces, and biodiversity

#### Wellington Place Plan

- Inclusive and Connected Communities
- Pride in Place: Culture, Heritage & Belonging

### 4. Financial Implications

There are no financial implications for this consideration.

### 5. Risks

The risks associated with this consideration are primarily reputational. To not set out a position will risk undermining the Council's stated vision as set out in section 3 above.

### 6. Considerations

#### To consider:

- (i) Whether the Committee recommends to Full Council that it issue a position statement in relation the recent flying of flags around the town and
- (ii) if so to consider recommending the attached draft statement or an amended version.



## Appendix

The past couple of weeks have seen union flags and flags of St George being put up on streetlights, painted on road markings in the town and placed in one of the ponds at The Basins.

The council understands some members of the community wanting to show a feeling of national pride by displaying flags.

Indeed, the council itself promotes national pride through events such as the VE and VJ Day anniversaries this year and the annual Remembrance Sunday parade and service.

The council also understands that some individuals perceive the way that the flags are being displayed as intimidating or exclusionary especially given reports that on occasions the displaying of the flags has been accompanied by incidents of threatening and abusive behaviour, including racist abuse, both in person and on social media, and acknowledges these concerns.

The council supports individuals wanting to express their national pride by flying flags from their homes, businesses or other personal property but not from streetlights or on road markings. Defacing road markings in any form is an offence under the Highways Act 1980.

It also condemns any threatening or racist behaviour associated with the flying of flags in Wellington.

It reaffirms its commitment, set out in its 'Vision for the Town' in 2022, for the town to be "an inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community."

The council is currently developing a Community Development Plan and, as part of that work, will consider how to approach/address any issues arising out of this matter.

**MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE HELD  
AT THE UNITED REFORMED CHURCH HALL, WEDNESDAY 17 SEPTEMBER 2025 AT  
7.00 PM**

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

**In attendance:** Darren Hill – Open Spaces Manager  
Wasif Choudhury – Democratic Services and Finance Officer  
Steve Saunders – Footpath Volunteer Coordinator  
One member of the press

**229. APOLOGIES**

Apologies were received from Councillor S Fox.

**230. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**231. MINUTES**

**RESOLVED** to approve and sign the minutes of the meeting held on 20 August 2025.

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

There were no members of the public present.

**233. FOOTPATH UPDATE**

Steve Saunders confirmed that the annual cutting schedule has been completed and now volunteers will be carrying out regular checks.

Councillor J Lloyd announced that following her recommendation, Steve has been nominated for an Award with Somerset Council for services to the community. The awards ceremony will be Friday 10<sup>th</sup> October at Taunton Rugby Club.

**234. OPEN SPACES MANAGER REPORT**

The report had been circulated in advance of the meeting. The Open Spaces Manager provided a verbal update, and this was noted by the Committee.

**235. OPEN SPACES MATTERS FOR CONSIDERATION**

The papers circulated with the agenda were considered.

**RESOLVED** to approve the following:

- i) Install a new plant bed by North St Toilets (£2,470).
- ii) Year 2 tree strategy (£4,300)

**236. NATURE RECOVERY POLICY**

The draft of this policy was considered.

**RESOLVED** to recommend to Full Council that the policy be adopted.

**237. WASTE BINS REVIEW**

After much discussion, it was agreed that Open Spaces Manager should lead on conducting a review of all waste bins in Wellington with the view that waste bins that are not used should be relocated to other areas. This would reduce costs as there would be no need to purchase new bins or increase waste collection.

**238. SOMERSET COUNCIL – LOCAL TRANSPORT PLAN CONSULTATION**

The paper circulated with the agenda was considered.

Councillor J Lloyd noted that car use will not be reduced until increased bus services are present in Wellington and the surrounding areas.

The Town Bus project is still in development stages, and it has yet to be determined if this will be affordable. The Committee agreed that in addition to an internal bus service, there also needs to be an increased bus service from rural areas into Wellington.

Committee agreed that the current service provided by First Buses is of low standard and not acceptable.

**239. STREET CLEANSING CONTRACT**

The paper circulated with the agenda was considered.

The Committee expressed displeasure with the current service provided by Idverde.

It was **RESOLVED** that a Street Cleansing Contract Working Group is established. Confirmed that Councillors M Lithgow, S Pringle-Kosikowski expressed an interest in joining this group.

**240. CLIMATE CHANGE UPDATE**

Update was provided by the Open Spaces Manager which was noted.

**241. JOINING 2026 WATER MARK TOWN COHORT**

It was **agreed** that the Council's participation in this project is not to be counted as endorsement or affiliation with Wessex Water and Wellington Town Council would keep the right to be able to criticise Wessex Water.

**RESOLVED** to approve the following:

- i) That the Environment Committee supports entering discussions with Wessex Water to take part in the 2026 Water Mark Town scheme.
- ii) That the Community Development Officer is authorised to coordinate an initial expression of interest and begin preparing for a workshop in early 2026.
- iii) That a future report be brought back to the Committee in late 2025 with a proposed activity plan shaped by the Wessex Water engagement process.

## **242. BUDGETS**

A budget report had been circulated prior to the meeting and was noted.

The Committee was made aware that budget considerations will need to be confirmed at the October 2025 Environment Committee and councillors will correspond via email prior to this meeting to ensure all recommendations are included as agenda items.

**There being no further business the meeting closed at 19:55pm**

Initial.....



## **Wellington Town Council Nature Recovery Plan**

Biodiversity is the term used to describe the variety of life on Earth. This includes animals, plants and fungi as well as recognisable wildlife such as birds, mammals and insects. The habitats are the places they live and how they interact with their surroundings as part of the ecosystem. Conserving biodiversity involves restoring and enhancing species populations and habitats as well as implementing measures to promote them in the future. The value of biodiversity extends beyond habitat and species with the benefits extending to a range of economic, social and intrinsic values.

Wellington Town Council recognises the crucial role biodiversity plays in sustaining healthy ecosystems, supporting the wellbeing of residents, and contributing to the fight against climate change. This policy outlines the Council's commitment to protecting, enhancing, and promoting biodiversity across the town.

### **1. Council Statement**

1.1. Wellington Town Council recognises the importance of biodiversity in maintaining ecological balance, promoting sustainable development, and enhancing the quality of life for its residents. As stewards of the environment, we are committed to protecting and enhancing biodiversity within our town. Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity. According to Defra (Biodiversity 2020). The Town Council has significant opportunity to conserve and further enhance local biodiversity due to our management of multiple open spaces; 65 Acre site known as the Green Corridor, the playing field, the Rec the Park, and two Allotment sites. The council's wider operations including outdoor maintenance, events, public play areas and other open spaces across the town also adds to our environmental responsibilities, whilst simultaneously creating opportunities to raise awareness and implement environmentally protective and enhancing strategies.

## **2. Aims and Objectives of the Policy**

- 2.1.** This policy applies to all employees and Councillors and all working parties with Wellington Town Council.
- 2.2.** The object of this policy is to work towards conserving and enhancing the biodiversity within the area Wellington Town Council maintain.
- 2.3.** The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions.
- 2.4.** Consideration will be given to the potential impact on biodiversity represented by planning applications.
- 2.5.** Land management will incorporate environmentally friendly practices that will promote biodiversity.
- 2.6.** The Council will where possible support local businesses and communities by encouraging them to manage their areas of responsibility with biodiversity in mind.
- 2.7.** Council operations will be undertaken with low impact / nature positive practices in mind.

## **3. Actions**

### **3.1. Planning applications**

The Council will:

- 3.1.1.** When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- 3.1.2.** Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- 3.1.3.** Consider what each proposed development might make in terms of biodiversity net gain.

### **3.2. Land and property management The Council will:**

- Consider the conservation and promotion of local biodiversity regarding the management of open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Take special care in the specification of grounds and building maintenance contracts to ensure that the work, whilst reaching

acceptable standards, does not harm the natural environment.

- Where practicable, source sustainable materials when procuring supplies for the Council's use.

### **3.3 Local community**

The Council will:

- Raise public awareness of biodiversity issues, including through its website, newsletter, social media channels and at events.
- Engage with local businesses and residents regarding biodiversity in the community and how they can make a positive difference.
- Where feasible, involve the community in biodiversity projects on its land and at events.

### **3.4 Partners**

The Council will:

- Work in partnership with other organisations to protect, promote and enhance biodiversity within the council area. Biodiversity Policy, Somerset Wildlife Trust, The Woodland Trust and Seasons Ecology.
- Review local nature recovery strategies, species conservation or protected site strategies and consider how it may become more involved in implementing the strategies' recommendations.
- Create and take into consideration the council's Biodiversity 'action plan'. This is a working document detailing what actions can be taken to support biodiversity within daily operations and when running projects and events.

### **3.5. Other Actions**

- Wellington Town Council have also turned over some of their flower beds into more sustainable planting with pollinator plants Photo A. We have also planted living walls in the Town Centre to help to sequester carbon, Photo B
- Wellington Town Council will add additional hedgerows and dry hedges where possible to help with nature recovery. This will be undertaken by Volunteers and working parties in the Green Corridor with consultation with TTW and Somerset Wildlife Trust.

**List of Appendices - Can be obtained from Open Spaces Manager if required.**

Appendix A – Wellington Green Corridor Biodiversity Net Gain Assessment.

Appendix B – Wellington Park and Recreation Ground Ecological Survey

Appendix C – Wellington Tree Strategy

Appendix D – Fox's Field Bioblitz Report

Appendix E – Fox's Field Bioblitz Results

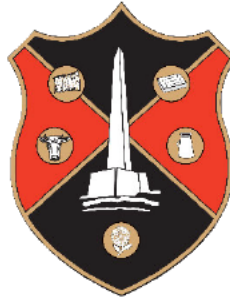
Appendix F The Governments Nature Recovery Strategy

Appendix G – Somerset Wildlife Trust Local Nature Recovery Strategy

Appendix H – Green Corridor Development Plan

Appendix I – Grassland Management Strategy





## WELLINGTON TOWN COUNCIL APPRAISAL PROCESS FOR STAFF

### 1. Purpose

1.1. The appraisal process is designed to:

- Review and evaluate employee performance.
- Identify achievements, strengths, and development needs.
- Set clear and measurable objectives for the future.
- Promote two-way feedback between employee and line manager.
- Ensure alignment with the Council's strategic goals and values.

### 2. Scope

2.1. This process applies to all permanent and fixed-term staff employed by the Town Council, including administrative, grounds maintenance, and other service delivery roles. The goal of the appraisal process is to enhance staff performance while also contributing to the success of Wellington Town Council. The appraisal process will do this by:

- Having an open two-way communication process between Town Council staff and management to discuss and agree job performance and development needs.
- Reviewing and evaluating WTC staff performance against agreed objectives.
- Setting objectives for the year ahead in line with job descriptions and the Council's Strategic Plan.

### 3. Appraisal Cycle and Process

#### 3.1. Annual Appraisal

- Conducted once a year, typically between **January and March**.
- Led by the employee's **line manager**. In the case of the Chief Executive/Town Clerk it will be led by the members of the Council's HR Sub Committee
- Covers the previous 12 months and sets objectives for the coming year.

The Annual Appraisal is an opportunity for WTC staff to discuss with their manager every aspect of their role. It's a two-way communication process and WTC staff opinions will be sought and valued on their performance, strengths and development needs.

To give an accurate and complete picture the conversation will include discussing not only successes but also any areas that require improvement.

One of the purposes of the Annual Appraisal is to discuss how any concerns can be overcome. This should include suggestions on how staff might be able to improve their performance.

At the end of the meeting, there will be an agreed set of objectives for the next period with accompanying timescales for completion. This will provide the framework for future progress and a benchmark against which performance can be reviewed.

### 3.2. Documents to be Reviewed

- Previous appraisal records.
- Job description and personal specification.
- Attendance and training records.
- Any relevant service delivery KPIs.

### 3.3. Employee Self-Assessment

Employees and managers should complete a **Self-Assessment Form** (see Appendix A) before the meeting, covering:

- Key achievements.
- Challenges faced.
- Training undertaken.
- Suggestions for improvement

The form should be used to make notes in advance of an Annual Appraisal ready for discussion with line managers. The questions serve as prompts and do not specifically need to be answered.

### 3.4. Appraisal Meeting Structure

The meeting should:

- Last 45–60 minutes in a confidential setting.
- Aim to complete the Annual Appraisal Review Form (See Appendix 2)
- Follow a structured format:

Section	Description
Introduction	Review purpose and agenda.
Review of Past Objectives	Discuss achievements and any unmet targets.
Job Performance	Assess against key competencies (e.g., communication, teamwork, service delivery).
Development Needs	Identify skills gaps and training opportunities.
Future Objectives	Set SMART objectives aligned with council goals.
Employee Feedback	Allow time for employee views, suggestions, or concerns.
Summary & Sign-Off	Agree on next steps and confirm mutual understanding.

### **3.5. Regular Review**

Throughout the year, line managers may refer to and monitor the annual appraisal as part of ongoing management meetings. Focus will be on progress towards objectives and addressing any challenges.

## **4. Roles and Responsibilities**

### **4.1. Line Managers**

- Prepare for and conduct appraisals.
- Provide honest, constructive feedback.
- Support employee development and training needs.

### **4.2. Employees**

- Reflect on performance and provide self-assessment.
- Engage in open discussion.
- Commit to agreed objectives and development plans.

### **4.3. Chief Executive/Town Clerk**

- Ensure the process is implemented consistently.
- Monitor outcomes and address concerns.
- Provide training on appraisal techniques if required.

## **5. Documentation**

### **5.1. The following form must be completed:**

- Annual Appraisal Review Form

Both manager and employee must sign the final documents. A copy is retained by the employee, and one kept securely by the Town Clerk.

## **6. Confidentiality**

### **6.1. All appraisal records are confidential and must be handled in accordance with GDPR and the Council's Data Protection Policy.**

## **7. Monitoring and Review**

### **7.1. The Town Clerk will annually review the process to ensure effectiveness.**

### **7.2. Trends in training needs or performance issues may inform council workforce planning.**

## **8. Appeals Process**

### **8.1. If an employee disagrees with their appraisal outcome:**

- a) They may raise the matter with the Town Clerk in writing within 10 working days.
- b) A review meeting will be arranged with an impartial senior officer or councillor.
- c) A final decision will be provided within 15 working days of the appeal meeting.

## **9. Policy Review**

9.1. This policy will be reviewed every three years.

DRAFT

## Appendix A

### PRE-REVIEW FORM

Employee Name	
Employee Job Title	
Line Manager	
Date of Meeting	

PAST PERFORMANCE	
Summarise how you have fulfilled your core duties.	
What were your most significant contributions?	
What challenges have you faced and how have you addressed them?	

DEVELOPMENT NEEDS	
Identify specific skills or areas you want to develop	
Is there any training or coaching you would like to have?	
What would you like to achieve in the next 12 months?	
Do you feel your Job Description correctly reflects your role?	
Other	

**ANNUAL APPRAISAL REVIEW FORM**

<b>Employee Name</b>	
<b>Employee Job Title</b>	
<b>Line Manager</b>	
<b>Date of Meeting</b>	

<b>Past Performance</b> <b>Achievements,</b> <b>successes, strengths,</b> <b>objectives met,</b> <b>difficulties etc:</b>	
<b>Development Needs</b> <b>Both work and personal</b> <b>needs, training,</b> <b>coaching, mentoring,</b> <b>guidance etc:</b>	
<b>Job Performance</b> <b>Understanding of JD,</b> <b>requirements of role, any</b> <b>amendments needed etc:</b>	
<b>Future Objectives</b> <b>Increase in knowledge,</b> <b>more responsibility, new</b> <b>tasks, objectives etc:</b>	

<b>Employee Comments</b>	
<b>Line Manager's Overall Summary</b>	

<b>Employee Signature</b>	
<b>Line Manager Signature</b>	
<b>Date</b>	

<b>Chief Executive's Comments</b>	
<b>CEO Signature</b>	
<b>Date</b>	





## **WELLINGTON TOWN COUNCIL COUNCILLOR CO-OPTION POLICY**

### **1. Introduction**

1.1 The normal process for filling a casual vacancy is election by the local electorate at a by-election. Co-option is the process by which the Town Council selects a new Councillor, rather than a by-election taking place.

1.2 There are two circumstances under which the Town Council may proceed to fill a casual vacancy by co-option:

- When a seat has been left vacant because no eligible candidate stood for election at the ordinary elections for a new council (currently every four years).
- When a seat falls vacant but the required 10 electors of the relevant ward have not called for a poll (by-election) within the legally specified time period following publication of the notice of vacancy

1.3 If the period of vacancy has six or more months to run until the next ordinary election, the Town Council must use the co-option process, as soon as practicably possible. If the next ordinary election is within six months, the Town Council may choose whether or not it wishes to co-opt.

1.4 The Town Council is not obliged to select anyone from the candidates who apply in the co-option process; if the process is unsuccessful (whether through lack of or no suitable candidates which achieve a majority vote) then the Town Council will rerun the co-option process, subject to the timescales at 1.3 above.

1.5 The Town Council will manage the process of co-option itself, with this policy outlining the procedure to be followed when co-option is considered in order to ensure a fair and transparent process is undertaken.

### **2. Timeline of a Casual Vacancy Occurring**

2.1 Upon learning of a casual vacancy from a seat falling vacant (through the disqualification, resignation or death of a councillor, for example), the Town Clerk/Chief Executive will have notified Somerset Council of the vacancy arising as they are the local electoral authority that are legally responsible for delivering electoral services.



2.2 Somerset Council will advertise the vacancy and require the Town Council to make sure the notice of a casual vacancy is shared in conspicuous places. The Town Council meets this requirement by displaying the notice on its noticeboards, website, social media pages and by email to all councillors and staff.

2.3 A legal timeframe of 14 days is assigned, from the date of the notice, for 10 or more electors in the relevant town ward with the vacancy to contact Somerset Council requesting that a poll (by-election) be held. If this occurs, Somerset Council will issue a notice of poll and manage the by-election process accordingly. To encourage as many electors as possible to attend any vote, the Council shall ask that poll cards are issued with the cost being taken from the Elections reserve.

2.4 If the requirements at 2.3 are not met, Somerset Council will notify the Town Council that the casual vacancy may be filled by co-option.

2.5 As alluded to at 1.2 and 2.1, the other way in which a casual vacancy can occur (rather than by a seat falling vacant), is from the lack of eligible candidates at ordinary elections. In this case, Somerset Council would notify Wellington Town Council immediately after the results of the ordinary elections are known that co-option can take place.

2.6 As per 1.3 above, where there is six months or more until the next ordinary election, Wellington Town Council will follow the process set out within this policy document upon notification that co-option can take place.

2.7 If there is less than six months until the next ordinary election, a report will be presented to Full Council as soon as practicably possible to enable the Council to decide whether it wishes to co-opt to fill the vacancy.

2.8 If co-option is not used to fill a vacancy due to there being less than six months to the ordinary election, that seat will be filled as usual in the ordinary election process.

### **3. Advertisement Process**

3.1 Local councils can only be as connected and helpful as the people elected to run them, so they require councillors capable, enthusiastic and engaged to reflect their communities. As such, making co-options is an opportunity for a local council to address shortfalls and imbalances in their membership.

3.2 Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

3.3 On receipt of written notice from Somerset Council (the local electoral authority) that a casual vacancy may be filled by means of co-option (see section 2 above):

- The Town Clerk/Deputy Town Clerk will publicise the vacancy. The co-option advertisement will include the closing date for requests for consideration (between 14 and 30 days after the date of the advertisement) and the number of vacancies, and will be shared as detailed in 2.2 above.

3.4 A co-option provides an opportunity for the Town Council to assess any skills gaps from within its members and advertise for applicants with the desirable skills to apply. Not holding the identified skills should not however be reason alone for not considering an applicant and the Town Council will need to be mindful of this throughout the process.

3.5 Councillors may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be excluded from the process.

#### **4. Application Process**

4.1 Wellington Town Council will make available on its website (or in hard copy to those that request it) information about the role of Town Councillor, an overview of the Town Council and other relevant guidance which will support potential candidates in deciding whether or not they may wish to apply.

4.2 Applicants for a vacancy will be asked to:

- Submit information about themselves by completing a Councillor Casual Vacancy and Eligibility Application Form (Appendix A), including a description of their interest in becoming a councillor and specifying any skills or qualifications which may benefit the Town Council.
- Confirm their eligibility for the position of Councillor within the statutory rules and that they are not disqualified from standing. A copy of the criteria is set out within the Councillor Casual Vacancy and Eligibility Application Form.

#### **5. Decision-Making Process**

5.1 Copies of all applications will be circulated to all Councillors by the Town Clerk/Deputy Town Clerk at least three clear working days prior to the Full Council meeting where the co-option will be considered. The applications will be treated as strictly confidential.

5.2 All eligible candidates will be invited to attend the Full Council meeting at which co-options will be considered. The co-option agenda item will be carried out by Full Council in public session.

- 5.3 If candidates are unable to attend this meeting, their application will still be considered in their absence (unless it is withdrawn).
- 5.4 No alternative date or time for a meeting will be arranged.
- 5.5 The co-option process will be determined in a public session of the Town Council and a specific agenda item will be set aside for applicants to make a brief, verbal presentation to the Town Council in support of their application.
- 5.6 A maximum of three minutes will be allowed per candidate.
- 5.7 Councillors may ask questions of the candidates following their presentations.
- 5.8 Following the conclusion of all presentations, there will be no discussion of the presentations and Full Council will proceed to voting. Usually, the Council will make a resolution to vote by secret ballot in accordance with Standing Order 8a.
- 5.9 Unless a resolution is made to the contrary; the Co-Option vote will take place.
- 5.10 In the event of there being only one candidate, a vote must still be taken.
- 5.11 Councillors are still bound to declare a prejudicial or pecuniary interest if they or a member of their family or close associate, are related to or have a close relationship to an individual candidate. In accordance with Standing Order 13 the Councillor must request a dispensation in order to speak or vote.
- 5.12 A candidate can only be elected by co-option following a majority vote of Full Council. A majority vote is a majority of the total number of Councillors present at the meeting e.g. if there are 15 councillors voting, the majority will be 8 votes in favour.
- 5.13 If there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the total votes given to the rest, the Chair will strike off the candidate with the least number of votes and the remainder must then be put to the vote again until an absolute majority is achieved.
- 5.14 In accordance with Standing Orders, the Chair may exercise their right to use a casting vote in the case of a tied vote.
- 5.15 If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number

of vacancies each vacancy must be filled by a separate vote or series of votes.

- 5.16 The Council is not obliged to fill all or any vacancies. If this is the case, steps will be taken to advertise for further co-options, subject to the timescales at 1.3 above.

## **6. Successfully Co-option – Next Steps**

- 6.1 Successfully co-opted candidates become Councillors in their own right, with immediate effect (subject to the signing of the declaration of acceptance of office).
- 6.2 The co-opted members will be asked to sign a Declaration of Acceptance of Office before or at the first meeting of the Town Council after their election and to agree to be bound by the Town Council's adopted Code of Conduct. They may then take their seat at the Town Council and will have the ability to be appointed to committees and/or become a representative to local organisations.
- 6.3 The Register of Members Interests form must be completed within 28 days of election - the Town Clerk/Deputy Town Clerk will then forward a copy to Somerset Council.
- 6.4 Any newly co-opted members will be provided with a welcome pack and invited to attend an induction and training session with the Town Clerk and/or other officers. This should take place, where possible, before the next Full Council meeting.

**Adopted by Wellington Town Council on \*\*\*\***



## Appendix A



### WELLINGTON TOWN COUNCIL

#### CO-OPTION APPLICATION FORM [INSERT WARD]

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>e-mail</b>	
<b>Please detail any experience you have that may be relevant to the Town Council (if necessary, please continue on a separate sheet)</b>	
<b>Is there any other information you would like to disclose regarding your application? (if necessary, please continue on a separate sheet of paper)</b>	

## ELIGIBILITY

In order to be eligible for co-option as a Town Councillor you must on the 'relevant date' (i.e. the day on which you apply) be

- a British Citizen, or a citizen of the Commonwealth;
- aged 18 years of age or over;
- registered as a local government elector in the town

In addition you must meet one of the following criteria (please tick all that apply):

- a) During the whole of the twelve months prior to the relevant date you must have resided in the town or within 3 miles (4.8km) of it; ☐
- b) During the whole of the twelve months prior to the relevant date, occupied as owner or tenant, land or other premises in the town; ☐
- c) Your principal or only place of work during the twelve months prior to the relevant date has been in the town. ☐

Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a local Councillor or being a member of a local council if he/she:

- a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the council is represented; or
- b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) is other disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

The disqualification for bankruptcy ceases in the following circumstances:

- i) if the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii) if the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

iii) if the person is discharged without such a certificate.

In (i) and (iii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.

**By signing below, I hereby confirm that I am eligible to apply for the vacancy of Town Councillor on Wellington Town Council, and the information given on this form is a true and accurate record.**

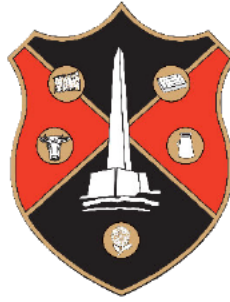
**Signed**

**date**

Please return your form before [closing date] to the Town Clerk by post or hand to 28 Fore Street, Wellington, TA21 8AQ or by e-mail to [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

Website: <https://www.wellingtontowncouncil.co.uk/>

**Adopted by Wellington Town Council on (ENTER DATE)**



## **WELLINGTON TOWN COUNCIL TRAINING AND DEVELOPMENT POLICY**

### **1. Introduction**

- 1.1. The Wellington Town Council is committed to providing high quality services in all areas of operation. This includes the provision of services to residents, representation and support in matters of parish interest, compliance with statutory requirements, and progression of the Council's strategic objectives.
- 1.2. In order to operate effectively and deliver success Councillors and staff need to have at their disposable relevant skills, knowledge and resources. The Council therefore actively encourages participation in training and development where the need or interest arises.
- 1.3. This policy sets out the ways in which training and development needs will be identified, and addressed through appropriate training and development opportunities.

### **2. HR Sub-Committee**

- 2.1. Responsibility for the training and development of Members and staff lies with the Council's HR Sub-Committee.
- 2.2. The Sub-Committee meets as required and comprises three Councillors appointed by the Policy & Finance Committee.
- 2.3. The Committee has delegated authority to:-
  - Deal with training and development matters generally;
  - Receive requests for training from Members and staff;
  - Receive reports recommending training requirements;
  - Authorise training to a maximum of £1,000;
  - Agree any special terms for professional qualifications;
  - Evaluate the effectiveness of training undertaken.
- 2.4. Minutes of Committee meetings will be circulated to all Councillors, and a summary report provided at each subsequent full Council meeting.

### **3. Financial Arrangements**

- 3.1 Wellington Town Council sets aside appropriate funds for training and development for Members and staff as part of its annual budgetary review. The provided sum will take into account the previous year's expenditure plus anticipated training and development needs for the year ahead.



3.2 An enhanced sum will be budgeted where elections or recruitments are due in the coming year, to cover the potential increase in training requirements as a result of new appointments.

3.3 Where training and development requirements exceed the Council's annual budget, priority will be given to training which:-

- Covers legislative requirements;
- Is considered essential rather than desirable (see 4.2 below);
- May help avoid professional error or reputational loss;
- Has more direct relevance to the Council's core activities;
- Is new, as opposed to refresher training.

Training requests which cannot be delivered at the time due to financial restraints may be held over until such time as funding is available.

#### 4. Identifying Training and Development Needs

4.1 The Council acknowledges that training and development needs for Members and staff may vary significantly due to prior experience, specific requirements of the role, or areas of individual interest.

4.2 Generally training may be categorised as:-

**Essential** – where training must be carried out as part of fulfilling the requirements of office. Training in this category includes:-

- Councillor Code of Conduct;
- Financial Regulations;
- Data Protection;
- Planning legislation;
- Training on specific issues where governing legislation has changed.

**Desirable** – where training will enhance the knowledge or capability of an individual in the performance of his/her role. Examples of this type of training are:-

- Neighbourhood Planning;
- Equality and Diversity;
- Information Technology;
- Effective communication;
- Chairing meetings;
- First Aid.

4.3 Training and development needs may arise for a number of reasons such as:-

- New recruitment or election;
- Changes in legislation;
- Introduction of new operational systems;
- Implementing a new public service;

- To improve performance;
- A direct result of an accident or complaint.

4.4 Members and staff will be encouraged to identify their own training needs, which in the case of staff should initially be discussed with the line-manager. A training needs assessment will be undertaken during the induction of new starters. Training requirements may also be identified through discussion, skills audits, or questionnaires.

4.5 The staff annual appraisal process will specifically cover training and development needs in relation to performance, and career development. Employees are encouraged to seek to extend their knowledge and capability.

## **5. Accessing Training**

5.1 The Wellington Town Council recognises that individuals learn best through a range of training methods, and will seek to provide appropriate choices for training and development where possible. Options may include:-

- Formal study or qualification;
- On-line training tools such as webinars;
- Shadowing others;
- Attending external meetings.

5.2 A range of nationally recognised publications (for example from the National Association of Local Councils or Society of Local Council Clerks) will be made available to new and existing Councillors through professional subscription to the relevant body.

5.3 The Council will maintain a working portfolio of key documents and policies which will be easily accessible to Members and staff in the fulfilment of their role.

5.4 The HR Sub-Committee will approve the purchase of appropriate training materials or publications where these are relevant to Council activities.

5.5 Difficulties in accessing or progressing training and development opportunities should be made known at an early opportunity so the HR Sub-Committee can offer support or advice as appropriate.

5.6 All training and development opportunities will be offered to Members and staff with full regard to the Council's Equality Statement.

5.7 Should the HR Sub-Committee decline a request for training, an appeal may be submitted to full Council, and initial contact will be via the Clerk.

## **6. Formal Qualifications**

6.1 It is a requirement that the Clerk, as Proper Officer will be suitably qualified, to

a minimum level of Certificate in Local Government Administration. Where a newly- appointed post-holder does not hold the Certificate it will be a requirement of the appointment to achieve the qualification within 18 months of taking up post.

6.2 Members and staff may equally request to undertake an appropriate formal qualification, applications being made to the HR Sub-Committee.

6.3 Where formal training or qualifications are to be undertaken by staff, the HR Sub-Committee will set out in writing **before** the training commitment is made:-

- What training or qualification may be undertaken;
- The timescale for achievement of the qualification;
- The degree of funding it will contribute;
- Any special conditions attaching to the funding;
- What time allowances will be made available for training purposes;
- Any impact on salary once the qualification has been achieved.

## **7. Recruitment and Induction**

7.1 Prior to the recruitment of staff the Council will fully assess the skills and knowledge required in the post, and ensure that these requirements are reflected at all stages of the recruitment process.

7.2 Lack of formal qualification will not be a bar to recruitment where the overall merits of an applicant make him/her the most appropriate candidate, and provided that the individual is willing to undertake specified training once in post (see 6.1).

7.3 New Councillors and Staff will be given induction training within a suitable time- frame, to cover the essential aspects of the role, as well as established 'good practice'

7.4 Where a staff member is to be confirmed in post, training needs will be re-assessed as part of the six-month review.

## **8. Expenses and Time-Keeping**

8.1 The Council will pay all reasonable expenses associated with training and development activities which have been approved by the HR Sub-Committee.

8.2 Receipts must be provided for all training-related expenses, which must be submitted formally using the designated expenses form.

8.3 Where study time has been agreed this must be recorded to include the date, time spent and the relevant training or development activity.

## **9. Training Records and Reporting**

9.1 Councillors and staff are required to keep a record of all training undertaken, with dates, and certificates as appropriate.

9.2 Where a formal qualification is being undertaken, a quarterly update on progress should be reported to full Council.

## **10. Evaluation**

10.1 Members and staff are encouraged to give feedback wherever possible when attending external training.

10.2 A brief summary of the effectiveness or value of training received should be provided to the HR Sub-Committee, via the Clerk. This will enable best value when drawing up training plans and programmes.

## **11. Policy Review**

11.1. This policy will be reviewed every two years by the HR Sub-Committee.

Appendix A

PRE-REVIEW FORM

<b>Employee Name</b>	
<b>Employee Job Title</b>	
<b>Line Manager</b>	
<b>Date of Meeting</b>	

<b>PAST PERFORMANCE</b>	
<b>Summarise how you have fulfilled your core duties.</b>	
<b>What were your most significant contributions?</b>	
<b>What challenges have you faced and how have you addressed them?</b>	

<b>DEVELOPMENT NEEDS</b>	
<b>Identify specific skills or areas you want to develop</b>	
<b>Is there any training or coaching you would like to have?</b>	
<b>What would you like to achieve in the next 12 months?</b>	
<b>Are you happy with your job description?</b>	
<b>Other</b>	

Appendix B

ANNUAL APPRAISAL REVIEW FORM

Employee Name	
Employee Job Title	
Line Manager	
Date of Meeting	

Past Performance Achievements, successes, strengths, objectives met, difficulties etc:	
Development Needs Both work and personal needs, training, coaching, mentoring, guidance etc:	
Job Performance Understanding of JD, requirements of role, any amendments needed etc:	
Future Objectives Increase in knowledge, more responsibility, new tasks, objectives etc:	

<b>Employee Comments</b>	
<b>Line Manager's Overall Summary</b>	

<b>Employee Signature</b>	
<b>Line Manager Signature</b>	
<b>Date</b>	

<b>Chief Executive's Comments</b>	
<b>CEO Signature</b>	
<b>Date</b>	





## WELLINGTON TOWN COUNCIL

### Project Initiation Form



Project Initiator	Helen Acreman		
Project Title	New Community Hall, Cades Farm		
Description	Construction of new community hall on S106 land at Cades Farm		
Benefits	Provide community facilities to the Cades Farm Development		
Decisions required	<ol style="list-style-type: none"> <li>1. Accept transfer of land from Persimmon Homes as attachment A</li> <li>2. Proceed with pre-planning discussions</li> <li>3. Tender works for site preparation</li> <li>4. Issue design and build tender for provision of modular building</li> </ol>		
<b>Financial Implications</b>			
Upfront / Set Up Costs	Total project costs of £300,000 - £400,000	Ongoing Costs (Per Year)	tbc
Does the Project generate income	Y	If Yes, Please Specify	If it remains in the ownership of the Town Council
Existing Council Budget?	Y	If Yes, Please Specify	£250,000 S106 monies, further funding via grant applications will be required
Other Implications (i.e., environmental etc.)	£300,000 is based on a budget estimate for a small hall, £400,000 would allow for a larger hall  Planning Conditions		
Staffing resource required	Current Project Officer to manage until build completed. Ongoing staffing TBC if building retained		
Risks and Issues	<ol style="list-style-type: none"> <li>1. Insufficient funding available to complete whole project</li> <li>2. Location has limited parking but is intended for local use so may not be an issue</li> <li>3. A portion of the land will not be transferred (450m2 of the land will be retained and sold for shop) 1050m2 is being transferred for the hall</li> </ol>		

Once completed, please return this form to the Town Clerk. An informal discussion is encouraged before a project is presented to a Committee. Please be sure to also include/attach any documents relevant to the project.



	4. Running a community hall may not be viable for the Town Council 5. Community group may not wish to take on responsibility for the hall.		
For Office Use			
Name of Committee for discussion	Full Council	Date of Meeting Presented	6 <sup>th</sup> October 2025
Scheduled start date <i>(if passed by resolution)</i>			
Lead Officer			



Cades Farm, Phase 3, Fields 3, 4 & 5 Balance Reserved Matters Application  
Plots 86-91, 114-135, 144-179 & 205-228  
Open Market - Persimmon 2013 House Types

Ref.Code	Hse Type Name	Accommodation	sqft	No.	Total sqft
AL	Alnwick	2 Bed 2st House (Terr) Parking	638	5	3,190
RU	Rufford	3 Bed 2st House (Semi) Single gar./Parking	870	4	3,480
HT	Hatfield	3 Bed 2st House (Semi) Single gar./Parking	969	7	6,783
RO	Rosebury	4 Bed 2st House (Det) - Int. Garage	1096	9	9,864
CH	Chedworth	4 Bed 2st House (Single Gar)	1222	2	2,444
TI	Tiverton	5 Bed 2st House (Det) - Int. Garage	1398	7	9,786
ED	Edlingham	5 Bed 2st House (Det) - Int. Garage	1570	1	1,570
Totals			35	37,117	

Affordable - Persimmon 2013 House Types

Ref.Code	Hse Type Name	Accommodation	sqft	No.	Total sqft
RENTED					
1B	/	1 Bed Apartment	593	2	1,186
2BR	WP2420A	2 Bed 2st House (Terr/Semi) Parking	803	13	10,439
3BR	WP3520A	3 Bed 2st House (Terr/Semi) Parking	908	5	4,540
Total				20	
SHARED OWNERSHIP					
2BS	WP2420A	2 Bed 2st House (Terr/Semi) Parking	803	14	11,242
3BS	WP3520A	3 Bed 2st House (Terr/Semi) Parking	908	2	1,816
Total				16	
LOW COST					
ALL	Alnwick	2 Bed 2st House (Terr) Parking	631	2	1,262
HAL	Hanbury/Hanbury Corner	3 Bed 2st House (Semi)	761	11	8,371
Total				13	
Totals			49	38,856	
Grand Total			84	75,973	

Partial Phase 3	No.Units	Net Dev. Site Area	Total Sqft	Coverage
Totals	84	4.89	75,973	15,536

Cades Farm, Phase 3, Fields 3, 4 & 5 Full Planning Application  
Plots 180-204, 229-305  
Open Market - Persimmon 2013 House Types

Ref.Code	Hse Type Name	Accommodation	sqft	No.	Total sqft
AL	Alnwick	2 Bed 2st House (Terr) Parking	638	17	10,846
HA	Hanbury/Hanbury Corner	3 Bed 2st House (Semi) Single gar./Parking	761	37	28,157
RU	Rufford	3 Bed 2st House (Semi) Single gar./Parking	870	3	2,610
HT	Hatfield	3 Bed 2st House (Semi) Single gar./Parking	969	7	6,783
RO	Rosebury	4 Bed 2st House (Det) - Int. Garage	1096	8	8,768
Mo	Morden	2 Bed 2st House (Terr) Parking	544	4	2,176
Totals			76	59,340	

Affordable - Westbury Partnership House Types

Ref.Code	Hse Type Name	Accommodation	sqft	No.	Total sqft
RENTED					
1B	/	1 Bed Apartment	593	4	2,372
2BR	WP2420A	2 Bed 2st House (Terr/Semi) Parking	803	3	2,409
3BR	WP3520A	3 Bed 2st House (Terr/Semi) Parking	908	4	3,632
Total				11	
SHARED OWNERSHIP					
2BS	WP2420A	2 Bed 2st House (Terr/Semi) Parking	803	9	7,227
3BS	WP3520A	3 Bed 2st House (Terr/Semi) Parking	908	6	5,448
Total				15	
Totals			26	21,088	
Grand Total			102	80,428	

Partial Phase 3	No.Units	Net Dev. Site Area	Total Sqft	Coverage
Totals	102	5.08	80,428	15,832



Cades Farm, Phase 3, Fields 3, 4 & 5 60 Unit Reserved Matters Application  
Plots 56-85, 92-113 & 136-143  
Open Market - Persimmon 2013 House Types

Ref.Code	Hse Type Name	Accommodation	sqft	No.	Total sqft
AL	Alnwick	2 Bed 2st House (Terr) Parking	638	9	5,742
HA	Hanbury/Hanbury Corner	3 Bed 2st House (Semi) Single gar./Parking	761	11	8,371
RU	Rufford	3 Bed 2st House (Semi) Single gar./Parking	870	1	870
HT	Hatfield	3 Bed 2st House (Semi) Single gar./Parking	969	12	11,628
RO	Rosebury	4 Bed 2st House (Det) - Int. Garage	1096	1	1,096
CH	Chedworth	4 Bed 2st House (Single Gar)	1222	3	3,666
TI	Tiverton	5 Bed 2st House (Det) - Int. Garage	1398	1	1,398
Totals			38	32,771	

Affordable - Persimmon 2013 House Types

Ref.Code	Hse Type Name	Accommodation	sqft	No.	Total sqft
RENTED					
2BR	WP2420A	2 Bed 2st House (Terr/Semi) Parking	803	5	4,015
3BR	WP3520A	3 Bed 2st House (Terr/Semi) Parking	908	8	7,264
4BR	WP4625A	4 Bed 2st House (Terr/Semi) Parking	1200	2	2,400
Total				15	
SHARED OWNERSHIP					
2BS	WP2420A	2 Bed 2st House (Terr/Semi) Parking	803	2	1,606
Total				2	
LOW COST					
HAL	Hanbury/Hanbury Corner	3 Bed 2st House (Semi)	761	5	3,805
Total				5	
Totals			22	19,090	
Grand Total			60	51,861	

Partial Phase 3	No.Units	Net Dev. Site Area	Total Sqft	Coverage
Totals	60	3.60	51,861	14,406

- Notes
- This drawing has been prepared in accordance with the scope of RPS's appointment with the client and is subject to the terms and conditions of that appointment. RPS accepts no liability for any use of this document other than for its client and only for the purposes for which it was prepared and provided.
  - If received electronically it is the recipient's responsibility to print to correct scale. Only written dimensions should be used.

Key	
AL	House Type Ref
74	Plot Number
HA	Car Parking Allocation
1.0M	1.0M High Screen Wall (for material see drawing 104)
1.0M	1.0M High Close Boarded Fence
1.2M	1.2M High Post & Rail Fence
1.2M	1.2M High Post & Mesh Fence
0.0M	0.0M High Railings
▲	Dwelling Entrance Door & garage door
▲	Rear & Side Door
□	Paving Slabs

Z	Key revised to include railings, garages to plots 181 & 182 removed, sewer easement revised, new boundary to plot 283 revised from timber to screen wall.	28.05.15	NWT	ST
Y	Plot 180-205 & 229-305 approved following approval comments received from client.	06.05.15	NWT	MP
X	Parking spaces 263, 266, 268 and 269 moved to back of road and 2m landscape buffer added between spaces and footpath at planners request.	01.05.15	NWT	ST
W	Additional affordable dwelling added, plots 264, 270-282 added to suit.	30.04.15	NWT	ST
V	Plot 180-228 & 240-305 revised following approval comments received from client.	12.02.15	CC	MP
U	Plot 180-204 & 229-305 amended following planners comments.	02.02.15	NWT	ST
T	Blue line and schedule removed from drawing.	08.10.14	NS	CC
S	Plot 147-150 removed, plots 303-308 added. Hse. Ro., Hse. Ti and Hse. Ru removed. Hse. Ha added. House type schedules revised accordingly. POS revised to suit planners comments.	28.07.14	RM	ST
R	Green line boundary for 60 unit reserved matter application revised to include North West POS. Plots 184, 185, 218, 219, 220 & 221 related to front spine road. Parking to plots 236-239 revised to increase black paving.	18.06.14	RM	ST
Q	House type schedules revised to show Al sq footage increased from 631sqft to 639sqft.	27.05.14	RM	MP
P	Road changed from crossover to bollmouth at plots 171 & 214, at local authority request.	15.05.14	RM	MP
N	Road changed from crossover to bollmouth at plots 185 & 184, at local authority request.	08.04.14	RM	MP
M	Boundaries added to show balance reserved matters application & full planning application. House type schedules added and revised. Affordable housing almost one changed on plots 90, 91, 115, 117, 128, 131, 175, 176, 206, 208, 218, 221, 250, 255, 268, 269, 288, 290 & 295-296. Lane added to front of plots 118-122. Plots 117, 123 & 225 handed.	23.04.14	RM	MP
L	Road boundaries revised to plots 7 & 75, 77. Plot 98-102 moved back from main road. Variable width access added to front of plots 142-146. Plot 103 changed to Ch, plot 104 changed to Ro Plot 105 handed.	02.04.14	RM	ST
K	Red line boundary added to show reserved matter application plots 64-65, 102-113 & 136-143. House type schedule revised accordingly. Floor paths changed to 1.2m-wy.	04.03.14	RM	MP
J	Plot 106 handed.	04.03.14	RM	MP
H	Cycle path into Wain Homes site reduced to 2M footpath.	26.02.14	RM	CA
G	Plots 301 & 302 repositioned to suit side access.	24.02.14	RM	MP
F	Plot numbers revised to start at 56.	19.02.14	RM	MP
E	Planning layout revised to suit comments from planner and client.	03.02.14	RM	MP
D	Planning layout revised to suit comments from planner and client.	22.01.14	RM	ST
C	Planning layout revised to change all rented units to Westbury house types.	13.01.14	RM	ST
B	Planning layout revised to suit comments from planner and client.	05.12.13	RM	ST
A	Planning layout revised to suit comments from planner and client.	04.12.13	RM	ST
Rev	Description	Date	Initial	Checked



2420 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AG  
T +44(0)1454 853 000 E rps@rpsgroup.com F +44(0)1454 205 620

Client Persimmon Homes (SW) Ltd

Project Cades Farm  
Phase 3, Fields 3, 4 & 5

Title Planning Layout

Status Drawn By PM/Checked by  
Planning MP/ST -  
Job Ref Scale @ A0 Date Created  
JBR2319 1:500 Oct 2013

Drawing Number Rev  
100 Z





Title	Project Initiation – Cades Farm Community Hall
Meeting	Full Council
Date of meeting	6 October 2025
Action Required	Decision
Report Author and email address	Dave Farrow townclerk@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 The purpose of this paper is to seek the Council's approval for the commencement of a project to build the Cades Farm Community Hall

## 2. Background

2.1 Some councillors will be aware that when the S106 Agreement for Cades Farm an area of 1050m<sup>2</sup> has been set aside for a community hall along with £250,000 as a contribution towards construction costs.

2.2 The Council did start looking at this back in 2021 and pulled together a working group of local residents to work with on developing proposals.

2.3 Unfortunately, the working group was not successful as members moved away or were unable to commit the time to the project and the Town Council didn't have the capacity to move the project on.

2.4 Persimmon has now indicated that it is in a position where it wishes to transfer ownership of the land on which the hall would be built to the Town Council.

2.5 Last November we recruited Helen Acreman as temporary Part Time Project Officer to oversee the fitout of the Kings Arms. Now that work is more or less complete Helen has agreed to stay on and project manage the building of the Community Hall at Cades Farm.

2.6 To that end Helen has been in contact with a number of modular builders to get an estimate of the costs of building a community hall which have come back with an estimated costs of £300k - £400k depending on size.

2.7 Helen has completed a Project Initiation Form which is attached as Appendix A to this report to enable her to carry out more detailed work to develop proposals for further consideration. If approved the Community Committee would have oversight of the project.

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

#### Vision

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- A town with a diverse, thriving, and resilient local economy
- A town with vibrant cultural, sporting, and social communities

#### Wellington Place Plan

- Inclusive Access and Connected Communities
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety
- Enterprise, Skills & Local Economies

### 4. Financial Implications

4.1 Project costs exceed the S106 funding available. Once detailed costs are available consideration will need to be given to how the gap will be covered e.g. grant funding.

4.2 There is potential for income generation for the hall once it is built.

4.3 Initial costs for architectural services and planning and building regulations work etc are anticipated to be c£9,000. There is a Cades Farm Earmarked Reserve budget line available of £6,900. The Professional Fees budget line is also expected to underspend this year so any gap in funding required can be met through that.

### 5. Risks

5.1 Insufficient funding available to complete whole project

5.2 Location has limited parking but is intended for local use so may not be an issue

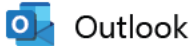
5.3 A portion of the land will not be transferred (450m<sup>2</sup> of the land will be retained and sold for shop) 1050m<sup>2</sup> is being transferred for the hall

5.4 Running a community hall may not be viable for the Town Council and a community group may not wish to take on responsibility for the hall.

## 6. Considerations

6.1 The Council is asked to agree the following:

- (i) To agree to progress the project to build a community hall on allocated land at Cades Farm and if so
- (ii) To accept the transfer of land from Persimmon Homes
- (iii) To give officers delegated authority so spend against the Cades Farm Community Hall Earmarked Reserve budget and Professional Fees budget for this project
- (iv) To Proceed with pre-planning discussions
- (v) To Tender works for site preparation
- (vi) To Issue design and build tender for provision of modular building




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**RE: Request for Dispensation Required re: Court Fields**

---

**From** Cllr Andrew Govier <andrew.govier@somerset.gov.uk>  
**Date** Thu 8/21/2025 12:47 PM  
**To** Wasif Choudhury <wasif@wellingtontowncouncil.co.uk>

Dear Wasif,

Thanks for this and further clarification.

I would seek dispensation for my role as a Learning Support Assistant at Court Fields School. The dispensation would cover discussion and voting and would be for 4 years, or for the remainder of my time on the council, if that is less than 4 years. My reason for thinking that this dispensation should apply is that my involvement in Court Fields governance and finance is minor, and I believe my continued participation is appropriate given the need for a balanced and representative decision.

Kind regards  
 Andy

---

**From:** Wasif Choudhury <wasif@wellingtontowncouncil.co.uk>  
**Sent:** 11 July 2025 13:13  
**To:** Andrew Govier <andrewgovier@wellingtontowncouncil.co.uk>  
**Subject:** Request for Dispensation Required re: Court Fields

You don't often get email from [wasif@wellingtontowncouncil.co.uk](mailto:wasif@wellingtontowncouncil.co.uk). [Learn why this is important](#)  
 Good afternoon Andy,

Hope you are well.

On the back of the Planning meeting we had on Monday, Dave has asked me to look into the rules regarding conflicts of interests and the need for dispensations. After having consulted the Standing Orders and the Code of Conduct, I have found that any interest relating to employment counts as a pecuniary interest so going forward for all council matters that involve Court Fields in any way you would be need a dispensation in order remain sitting on the meeting, speak on the matter, vote etc.

Fortunately, you are able to request a dispensation in writing and they can be granted for a period of up to 4 years, so my recommendation is that you reply to this email requesting a dispensation in relation to your employment at Court Fields. We can then put this to the next Council or Committee meeting you are involved in and once voted for this would allow cover you for all future items relating to Court Fields.

Can you include the following in your request?

- It relates to your employment at Court Fields
- State that the dispensation is for discussion and also for voting
- That you request a period of 4 years for dispensation.
- Your justification - something along the lines of: "My involvement in Court Fields governance and finance is minor, and I believe my continued participation is appropriate given the need for a balanced and representative decision"

Hopefully this is acceptable for you, happy to discuss it further.

All the best  
Wasif

Wasif Choudhury  
Democratic Services & Finance Officer

Wellington Town Council

28 Fore Street Wellington TA21 8AQ

Telephone: 01823 662855 Ext. 208

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[www.wellingtontowncouncil.co.uk](http://www.wellingtontowncouncil.co.uk)



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