

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WEDNESDAY 18 MARCH 2026 AT 6:30 PM

Present: Councillor J Lloyd (Vice-Chair)
Councillors M Lithgow, M McGuffie, S Pringle-Kosikowsky, G Western and G Williams.

In attendance: Dave Farrow – Town Clerk/CEO
Darren Hill – Open Spaces Manager
Wasif Choudhury – Democratic Services and Finance Officer
Councillor J Thorne
Steven Saunders – Footpath Volunteer Coordinator
Charles Biscoe – Grand Western Greenway
One member of the press
Four members of the public

504. APOLOGIES

Apologies were received from Councillor C Booth.

505. DECLARATIONS OF INTEREST

There were no declarations of interest.

506. MINUTES

It was **RESOLVED** to approve and sign the minutes of the meeting held on 21 January 2026.

507. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One member of the public spoke about The National Emergency Briefing film which is due for release on 7 April 2026. Transition Town Wellington would like to co-ordinate a good date and time with WTC to show this film in late May with as many Councillors in attendance. Council Officers will investigate the most appropriate date and liaise with the member of public about this.

One member of the public spoke about the need for more inclusive play equipment in Play Areas and the need for a pedestrian crossing by the Catholic Church on Mantle Street.

The Open Spaces Manager responded that the Council is investigating more inclusive equipment in play areas such as wheelchair accessible swings, widening the path to the Rec Play Area to allow for greater wheelchair access and a map of all accessible and inclusive play equipment in Wellington. Council Officers will raise the request for an additional pedestrian crossing with Highways Somerset.

508. GRAND WESTERN GREENWAY

Charles Biscoe provided an update on the Grand Western Greenway active travel project from Wellington Train Station to Taunton Train Station. He is confident that planning permission would be granted to the start of the active travel route in both Wellington and Taunton. He noted the discouraging news

that Somerset Active Travel funding is going towards urban travel routes as opposed to rural routes and therefore the only access to funding for the Grand Western Greenway project is through Section 106.

509. TRINITY FARM NATURE RESERVE

Gabriel Connor-Stretch, CEO Greenshank Environmental was not in attendance so this item was not discussed.

510. FOOTPATH UPDATE

Steve Saunders confirmed that they are still in the transition period between winter and spring. He confirmed that the group managed to clear one tree that had fallen onto a path.

511. OPEN SPACES MANAGER REPORT

The Open Spaces Manager provided a verbal update of his report which was noted.

Councillor M McGuffie noted that the gate into Fox's Field was not secure and would allow fly tipping. The Open Spaces Manager will investigate options for a new gate into Fox's Field.

Councillor J Thorne expressed concern at the Welcome to Wellington sign located at Coles Farm by Chelston Roundabout. He has requested that the Coles sponsorship sign is removed or the Welcome to Wellington sign is moved to a council owned plot. Councillor M Lithgow agreed. Council Officers will review the options and feed them back to a future committee for resolution.

512. BASINS ADVISORY BOARD

The minutes of the meetings held on 23rd February and 11th March 2025 were noted.

At this juncture, Councillor S Pringle-Kosikowski left the meeting.

It was **RESOLVED** not to approve the proposed The Basins Allotments Rules and Guidance 2026 due to the recommendation that bonfires should be allowed. Furthermore, section 10 is titled 'Dogs, Livestock and Bees' but makes no mention of bees. The Basins Advisory Board will need to review The Basins Allotments Rules Rule and Guidance and resubmit to a future Environment Committee.

It was **RESOLVED** to approve the following:

- i. Accessible plot raised beds rent charges as detailed below:
 - Raised beds: A, B, C, E & M = £15.00 per annum
 - Raised bed: D = £20.00 per annum
 - Raised beds: F, G, H = £17.50 per annum
 - Raised beds: I, J, K, L = £10.00 per annum.
- ii. Accessible Plot Tenancy Agreement

iii. Accessible Plot Rules

513. WELLINGTON MONUMENT PLANTER

It was **RESOLVED** to approve improvements to the entrance to Wellington by re-homing the Wellington Monument Planter and some area of landscaping on the roundabout at the entrance to Longforth Farm.

514. LIDL HEDGEROW

It was **AGREED** to make a formal complaint to Somerset Council regarding the missing hedgerows at Lidl, Taunton Road and Nynehead Road. The main basis of the complaint shall be in relation to a breach of planning application conditions.

515. PUBLIC SPACES PROTECTION ORDER FOR DOG FOULING

Councillors noted the difficulty of policing dog fouling and how this protection order will be useless unless properly enforced. Councillors agreed that this was not an appropriate response to the problem of dog fouling.

It was **AGREED** to raise no comment.

516. INCLUSIVE PLAY POLICY

It was **RESOLVED** to approve the draft Inclusive Play Policy as a starting point to be further developed.

There being no further business the meeting closed at 20:00pm

Sign.....

Date.....



| | |
|---------------------------------|---|
| Title | Open Space Managers Report April 2026 |
| Meeting | Environment Meeting |
| Date of meeting | 20 May 2026 |
| Action Required | For noting |
| Report Author and email address | Darren Hill Open Spaces Manager darren@wellingtontowncouncil.co.uk "KBT Green Flag Awards" |

1. Open Spaces Team

1.1 Staff Appointments

Following a highly successful recruitment process, during which we received several strong applications, two new members of staff — Elliot Enfield and Oliver McCarten — have been appointed to the Open Spaces Team. Both have been warmly welcomed, completed their full induction programmes, and have already demonstrated their strengths within the service. We look forward to seeing the continued development and improvement of the service with their support. We are down to four staff for the past month, as one is off with serious health issue. We are hoping he will return by mid-June.

1.2 Team Activities

The team has remained extremely busy since the last meeting. A new bridge has been constructed over the large ditch within the Green Corridor, significantly improving the link between Great Meadow and Great Oak Field. The project has been very well received by residents and users of the area. The Cricket outfield preparations have been made

In addition, the team has begun cleaning road signs around the town, many of which had become heavily weathered and unsightly. This work will continue as resources allow.

2. Playing Field Footpath

The footpath adjacent to the football club has now been completed by RW Gale and has received very positive feedback from the public. RW Gale have also extended the pathway for WAFC near the Selwyn Aspin Stand.

3. Southwest in Bloom

On 26 March, the Mayor and I attended the Southwest in Bloom Spring Seminar at RHS Rosemoor, where Wellington Park was presented with a Pride in Parks 5-Star Award. I would like to thank the team for all the hard work and dedication they have shown in maintaining the park to such a high standard.

4. Green Flag Judging

Green Flag judging for Swain Lane Nature Reserve took place on 1 April, with assessments for The Basins and Fox's Field still to follow. We look forward to receiving the results later in the year.

5. Park CCTV Cameras

The CCTV cameras within the park have now been repositioned and the supporting metal frames repainted black. The improvements have significantly enhanced their overall appearance.

6. Play Areas

(i) Maintenance Works

Dobree, Warren Road, and Corner Close play areas have all undergone power washing and repainting works to sections of the play equipment. Repairs have also been carried out to the safety surfacing at these locations.

(ii) Richards Close

Repair works to the wall within the Richards Close play area have now been completed. Somerset Council instructed Abacus Builders to undertake these works.

(iii) Accessible Equipment

A new accessible swing seat harness has been ordered for the Recreation Ground. A lockable storage box will also be installed on the wall to securely store the harness when not in use.

7. Street Cleaning

Unfortunately, Dave Burge remains absent from work. However, we now have a full-time barrow operative working within the town centre. He commenced work on Monday 13 April, and improvements in cleanliness and presentation are already noticeable.

8. Health and Safety Update

Working alongside WT Consultancy, we have completed our COSHH compliance work. This has included the production of updated safety data sheets, revised risk assessments, and comprehensive fire risk assessments for 2026–27.

The only outstanding action had been the installation of a lifebuoy at Fox's Field, which has now been completed. As a result, there are currently no outstanding health and safety actions.

The team will begin working through updated e-learning modules and the Health & Safety Portal later in the year.

9. Tree Inspections

This year, 651 trees are due to undergo their scheduled three-yearly inspections, and this work has now commenced. Outstanding tree reduction works around the tennis courts are scheduled to take place at the end of May

10. Bridge Inspections

Gown Engineering carried out condition inspections of both the Linden Drive and Weavers Reach bridges on 7 May. At the time of writing, the inspection reports have not been received. However, initial email feedback states there is no significant deterioration at Linden Drive Bridge from the previous full inspection.

11. Hanging Baskets

The hanging baskets and bedding plants will be delivered at the end of the month and planting will begin; we are hoping to have all the hanging baskets up before the bank holiday weekend.

12. Monument Planter

RW Gale installed the Monument planter on the Longforth Round about, this will also be planted up when we install the hanging baskets.

13. Hedge at Lidl

We have contacted Planning Enforcement in relation to requiring Lidl to reinstate the hedge but at the time of writing have not received a response.

14. Tonedale Mill Security

Since the Chief Executive's update in his report to Council last week, we have been advised that Somerset Council Building Control will be visiting the site to assess the situation.

13. More Awards

I am delighted to report that the Green Corridor Woodland Creation Scheme and Fox's Field have won Campaign to Protect Rural England Somerset Love Your Countryside Awards in the Blue or Green Spaces Category. The Award Ceremony will take place on the 11 June at Coronation Hall Burrowbridge and the awards will be presented by Peter Dixon, High Sheriff of Somerset

RISK ASSESSMENT – Green Corridor

Department/staff:

Open Spaces / Public Spaces

Tasks/activities:

This risk assessment has been prepared in accordance with the **Health and Safety at Work etc. Act 1974 (HSWA)** and relevant supporting legislation, to ensure that all activities, structures, and public access areas within the Green Corridor are managed safely and responsibly.

Legal Compliance

The Council is committed to fulfilling its statutory duties under:

- **Health and Safety at Work etc. Act 1974** – Sections 2, 3 and 4 (duties to employees and the public)
- **Management of Health and Safety at Work Regulations 1999** – Risk assessment, prevention, and competent person requirements
- **Occupiers' Liability Acts 1957 and 1984** – Duty of care to lawful visitors and, where applicable, trespassers
- **Health and Safety (Safety Signs and Signals) Regulations 1996** – Provision of adequate and appropriate warning signage
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013** – Incident reporting
- **Provision and Use of Work Equipment Regulations (PUWER) 1998** – Safe inspection and use of tools, play equipment, and maintenance machinery

Statement of Intent

Wellington Town Council recognises its duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of:

- Employees, contractors, and volunteers working in or maintaining the Green Corridor
- Members of the public using the paths, play areas, bridges, and natural spaces
- Children and young people using play and recreation equipment

Scope of Safety Management

To comply with these duties, the Council will ensure that:

1. **All foreseeable hazards** (including water edges, deep water, steep banks, bridges, uneven ground, and play structures) are identified and controlled.
2. **Appropriate physical measures** are installed and maintained, including fencing, barriers, handrails, and safe surfacing where necessary.
3. **Vandal-resistant warning signage** is displayed, including “Deep Water” and “Keep to Paths” notices, along with emergency information and What3Words locations.
4. **Lifesaving equipment** (where provided) is regularly inspected and maintained, and procedures are in place to report use or vandalism.
5. **Regular inspections** are carried out by competent persons, with findings recorded and actions tracked to completion.

6. **Land ownership and responsibilities** are confirmed before undertaking works or alterations.
7. **Emergency procedures** (such as the “Fox’s Field Emergency Information”) are publicly accessible, including via QR code signage at high-risk locations.
8. **Public reporting channels** are maintained to allow residents to report hazards or damage directly to the Council.
9. **All incidents and near misses** are recorded, investigated, and reported as required under RIDDOR.
10. The risk assessment and all associated control measures are reviewed annually or following any significant incident, environmental change, or new installation.
11. All contractors engaged by WTC will be required to submit risk assessments and method statements (RAMS) for review prior to work
12. The Council will liaise with emergency services and the Environment Agency regarding flood or water safety risk as part of ongoing reviews.









Council Commitment

Wellington Town Council will maintain a culture of safety awareness, ensure all staff and volunteers are trained appropriately, and work with partner agencies (such as Somerset Council and emergency services) to uphold the highest practicable standards of public safety across the Green Corridor network.

| Risk Assessment Sign Off | | | | | |
|--------------------------|---|------------|------------------|-------|------------|
| Prepared by: | Christopher Francis TechIOSH WT Consultancy (SW) Ltd | Signature: | <i>C.Francis</i> | Date: | 12/11/2025 |
| Approved by: | David Farrow Town Clerk Wellington Town Council | Signature: | | Date: | |
| Date for review: | This Risk Assessment should be reviewed annually. | | | | |
| Last Review Date: | | By: | | | |

| Document issue record | | | | |
|-----------------------|------------|--------------|-----------------|---------|
| Amendment number | Issue date | Date amended | Person amending | Remarks |
| | | | | |
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| Personal protective equipment (PPE) assessment | | | | | | | | |
|---|--|---|---|---|--|---|---|---|
| In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here: | | | | | | | | |
| Type of PPE: |  |  |  |  |  |  |  |  |
| | Head | Foot | Eye | Hand | Hearing | High Visual Jacket | RPE | Fall arrest |
| | | Yes | Yes | Yes | Yes | Yes | | |
| Additional requirements: | All other PPE to be worn as required by individual risk assessments and method statements. Wellington Town Council employees must follow PPE requirements related to the task. | | | | | | | |
| Note. PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so. | | | | | | | | |


| Risk matrix | | | | | | | | |
|--------------------------------|--------------------------|--------------|---|----|----|----|----|---|
| Risk rating guidance | Likelihood (L) | 5 | 5 | 10 | 15 | 20 | 25 | Likelihood (L) x Severity (S) = Risk rating (RR). |
| | | 4 | 4 | 8 | 12 | 16 | 20 | |
| | | 3 | 3 | 6 | 9 | 12 | 15 | |
| | | 2 | 2 | 4 | 6 | 8 | 10 | |
| | | 1 | 1 | 2 | 3 | 4 | 5 | |
| | | | 1 | 2 | 3 | 4 | 5 | |
| | | Severity (S) | | | | | | |
| Acceptability of risk guidance | High risk: 15-25 | | High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced. | | | | | |
| | Medium risk: 8-12 | | Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced. | | | | | |
| | Low risk: 1-6 | | Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further. | | | | | |


Guidance. When completing a risk assessment, you should:



1. Identify the persons at risk and the significant hazards.
2. Calculate an initial RR for the activity.
3. Identify risk control measures that reduce the risks to an acceptable level.
4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.


Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.

Risk Assessment

| Location | Persons at risk | Significant hazards | Initial | | | Risk control measures advised | Residual | | |
|---------------------------|---------------------------|----------------------------------|---------|---|----|--|----------|---|----|
| | | | L | S | RR | | L | S | RR |
| Fox's Field | General Public, Children | Drowning , entrapment | 4 | 5 | 20 | <ul style="list-style-type: none"> • Recommend for action lifesaving equipment is placed in accessible vicinity of pond • Signage warning public of deep water and emergency procedures • Signage to show location what three words and location details. • Accessible via QR code on signage • Life buoys and signage to be inspected weekly by open spaces team. • QR Code available for public to report life buoy use and any maintenance or issues council to be aware of.  | 1 | 5 | 5 |
| Green Corridor Play Areas | General Public , Children | Trips , falls , impact injuries. | 4 | 4 | 16 | <ul style="list-style-type: none"> • Ensure all fencing within identified areas are replaced / repaired. • All gating to be secured. • All play equipment to be weekly inspected, if repairs are required these should be done immediately or equipment isolated from accidental use. • Children's play area to have signage allowing for reporting of any maintenance / safety concerns. | 1 | 3 | 3 |

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|----------------------------------|--|---|---|---|----|---|---|---|---|
| | | | | | | <ul style="list-style-type: none"> All play equipment to be ROSPA annually inspected. | | | |
| Mill buildings within Fox Fields | General Public | Unauthorised access to site, falls from height. | 4 | 5 | 20 | <ul style="list-style-type: none"> Enforcement action is underway against site owner. Site owner is responsible for managing risks and entry to premises. | 1 | 4 | 4 |
| Green Corridor | General Public, WTC employees, contractors | Electrocution , death , unauthorised access | 5 | 5 | 25 | <ul style="list-style-type: none"> All locations of overhead powerlines to mapped. Providers to ensure all signage on overhead power lines is correct and access is as reasonably practicable is restricted. Any tipping or ground works completed within the green corridor have been risk assessed and locations of overhead power lines documented. Map all utilities field by field; maintain GIS record. Only approved contractors and network providers to carry out works on over head power lines.  | 1 | 5 | 5 |
| Green Corridor | General Public | General Public unaware of risks associated with green corridor. | 3 | 4 | 12 | <ul style="list-style-type: none"> Signage to be placed in strategic locations within the green corridor, around footpath entrances and adjoining new path entrances. Warning of general hazards such as uneven ground, no fires and no motorised vehicles permitted. Reporting QR code allowing the public to communicate any safety concerns or repairs required to the council open spaces team. Location specific (signage placement) what three words and emergency procedures to be available. | 1 | 3 | 3 |

| | | | | | |  | | | |
|----------------------------|----------------|--|---|---|----|--|---|---|---|
| Container at Fox's Field | General Public | Children climbing – fall from height | 4 | 4 | 16 | <ul style="list-style-type: none"> • Install anti-climb fencing or barriers; remove bench or trellis aiding access; signage warning of climbing hazard. • If not owned by council seek removal of container.  | 1 | 4 | 4 |
| Path from Railway Crossing | General Public | Falls from height | 3 | 4 | 12 | <ul style="list-style-type: none"> • Install or repair missing fences on both banks | 1 | 2 | 2 |
| Bridge at Linden Drive | General Public | Loose rails / missing top rail – fall into water | 3 | 4 | 12 | <ul style="list-style-type: none"> • Verify Ownership of bridge and land. • Erect temporary safety barrier and full repair or replacement of barriers. | 1 | 2 | 2 |
| Path by Basin | General Public | 6ft drop into outlet – fall hazard | 4 | 4 | 16 | <ul style="list-style-type: none"> • Install guardrail or natural barrier • Signage to warn of uneven edge / fall hazard on barrier. | 1 | 3 | 3 |

| | | | | | | | | | |
|--|---------------------------|---|---|---|---|---|---|---|---|
| | | | | | |  | | | |
| Great Meadow Access (Rockwell Green / Corams Lane) | General Public | Broken fence, steep ditch and bank | 3 | 3 | 9 | <ul style="list-style-type: none"> • Repair broken fence , as areas are access areas signage to be in place. | 1 | 2 | 2 |
| Richards Close Play Area | General Public , Children | Unsafe retaining wall; damaged temporary fencing | 3 | 3 | 9 | <ul style="list-style-type: none"> • Maintain secure temporary barrier; schedule permanent wall repair or removal. | 1 | 2 | 2 |
| Thunder Bridge Access | General Public | Trip hazard on stepping stones; ownership unclear | 3 | 2 | 6 | <ul style="list-style-type: none"> • Clarify ground ownership of area. • Signage to be in place on access point warning users of stepping stone hazard. | 1 | 2 | 2 |
| Victoria Falls Crossing | General Public | Unsafe access – fall risk | 3 | 3 | 9 | <ul style="list-style-type: none"> • Clarify ground ownership. • Design long term safe access point with signage. • Repair to bridge and fencing required. | 1 | 3 | 3 |

| Distribution Schedule | | |
|-----------------------|------|-----------|
| Name | Date | Signature |

Wellington Urban Tree Plan

Climate Project Officer Stephen Tate & Open Spaces Manager Darren Hill

The Vision

Wellington Tree Plan aims

1. To enhance urban areas of town, with tree species chosen for their attractive appearance through the seasons
2. To build climate resilience in community by providing canopy to mitigate extreme heat events.
3. To encourage residents to Adopt a Tree
4. To complement the tree-planting programme scheduled for the Green Corridor

The proposal is to divide the plan into three stages to spread the cost over a two or three-year period.

Stage One relates to the current financial year – 2024/2025 - and is in five parts. Parts 1, 3, 4 & 5 required permission from relevant land owners.

1. To plant a Tiny Forest using free tree packs from the Woodland at six sites including two schools
2. To plant 2 standard-sized trees and 10 fruit trees on two sites owned by Wellington Town Council
3. To plant 10 standard-sized trees on six sites owned by Somerset Council's Housing Revenue Account (HRA)
4. To plant saplings in six town centre planters (possibly five others – see below) as part of an innovative Lift & Shift plan to bring on saplings to plant elsewhere in the town.
5. To replant two Wellingtonia planted in Linden Field to commemorate the work of two long-serving members of Wellington In Bloom

Total estimated cost - £5,668 ex VAT

Stage Two relates to the financial year 2025/2026 and is divided into two parts. Both parts require permission from land owners.

1. To plant 28 standard-sized trees and fruit trees on 13 sites owned by Somerset Council Highways
2. To plant two standard-sized trees on two sites owned by Live West Housing Association

Stage Three relates to either the financial year 2025/26 or 2026/2027 and is divided into two parts. Both parts require permission from land owners.

1. To plant 26 standard-sized trees and fruit trees on six sites owned by housing developers Persimmon and Bloor Homes
2. To plant multiple trees at multiple sites on the Cades Farm Estate owned by Persimmon

Utility Checks

The proposed sites would require surveys to check what utility infrastructure may be running beneath the surface.

CAT scanners are capable of detecting utility infrastructure relating to Wessex Water, Wales & West (Gas) and National Grid (Electricity) but not BT Fibre Optic Cable.

Somerset Council charges for these surveys to be undertaken. Companies such as Dial a Dig also offer this service and could be cheaper.

The cheapest option however is to approach the four utility companies and request maps of the proposed tree sites, which they send out. This could be done in house at a cheaper cost.

Adopt a Tree

One of the aims of the tree plan is to encourage residents living near the proposed sites for standard trees to Adopt-a-Tree and keep it well-watered during the hotter months using the tree irrigation ring system pictured above.

Wellington Urban Tree Strategy

Stage One – 2024/25

Part 1 - Tiny Forests – Woodland Trust Tree Packs

Proposed Tiny Forest sites

Key to listings below

Site number – Location by road – Three words location – Land owner – Land Registry number (if applicable) – Tree numbers - Proposal

1. Priory Play Area – *///audio.shielding.comments* - HRA, Somerset Council – 105 trees (tennis court size) – Planting trees on the mounded section of the Play Area, with a bark mulch footpath winding through.
2. Howard's Road – *///contents.universal.adults* - HRA, Somerset Council - 105 trees (tennis court) - 105 trees (tennis court) – Planting trees in an L-shape in the section
3. Oakfield Park – *///obtain.bravery.cases* - HRA, Somerset Council - 105 trees (tennis court) - 105 trees (tennis court size)
4. Burrough Way – *///petrified.mainly.kilt* - HRA, Somerset Council - 105 trees (tennis court) - 105 trees (tennis court)
5. Courtfields Secondary School – *///results.hoped.quaking* – Education, Somerset Council - 105 trees (tennis court size)
6. Isambard Kingdom Brunel Primary School – *///silently.outlooks.original* – Education, Somerset Council - 105 trees (tennis court size)

Wellington Town Council was eligible to apply for free tree and hedge packs from the Woodland Trust.

The council's application applied for six Wild Wood tree packs each containing 105 trees (with a mixture of holly, hazel, crab apple, downy birch, hawthorn and goat willow) and 15 hedge packs, each containing 30 plants (with a mixture of dog rose, hawthorn, hazel, crab apple and dogwood).

If the application is successful, the tree packs will compensate for Somerset Council's Tiny Forest bid, which collapsed earlier in the year.

At the time, we identified six sites for a Tiny Forest: Isambard Kingdom Brunel Primary School, Court Fields Secondary School and four sites owned by Somerset Council's HRA.

The proposal is to use the tree packs to create a small wood at the same sites, which are listed below.

On Tuesday 10th September 2024, Open Spaces manager Darren Hill and Climate Project Officer Stephen Tate met Somerset Council's HRA Tree Surgeon Supervisor Daniel Mancini.

After visiting the HRA sites, Daniel considered our proposals feasible on the grounds that the mix of trees applied for would not grow sufficiently high to present future problems with height, or lack of light.

He was satisfied with the proposals and would green light the four sites to HRA chief Simon Lewis subject to the following two conditions being met:

1. That Wellington Town Council makes a legally-binding pledge to Somerset Council's HRA to maintain the trees during their lifespan and fell those where required.
2. That Wellington Town Council consults nearby tenants about the tree plan. With this mind, the town council suggests knocking on doors with laminates of the proposed trees to give tenants a visual idea of what the trees will look like when mature.

The town council approached Isambard Kingdom Brunel Primary School and Court Fields Secondary School to create a Tiny Forest in the school grounds. Both were enthusiastic about the idea, seeing it as an opportunity to teach schoolchildren the rudiments of horticulture in a practical and meaningful way.

The only cost to the town council in Part 1 would be the purchase of lanolin tree guards, organic feed such as chicken manure pellets and well-rotted bark mulch to hold moisture and nutrients in to assist the development of a healthy root system.

Agreed Action

Wellington Town Council Environment Committee purchase materials and feed at an estimated cost of £684 ex VAT, subject to a successful application to the Woodland Trust to plant 630 trees at six locations in Wellington, namely Isambard Kingdom Brunel Primary School, Court Fields Secondary School and four sites owned by HRA, Somerset Council.

Part 2 – Proposed sites on land owned by Wellington Town Council

Key to listings below

Site number – Location by road – Three words location – Land owner – Land Registry number (if applicable) – Tree numbers - Proposal

7. Chestnut Close Play Area, Chestnut Close - ///recap.scoop.jogged – Wellington Council – 10 trees – Fruit trees, including fig, medlar, greengage, walnut, apple, pear, quince, plum - Victoria and two pleached apricots against the wall
8. Monmouth Gardens, North Street - ///stump.vehicle.replenish – Wellington Town Council – 2 trees - Wedding tree - *Cornus controversa* & Serviceberry - *Amelanchier arborea* 'Robin Hill' (single-stemmed)

The proposal is to plant fruit trees in Chestnut Close Play Area, filling a current gap in the spread of fruit trees in the town available to the public to harvest.

The second proposal would plant two low-growing specimen trees to further enhance Monmouth Gardens.

These two sites only require the permission of town councillors to proceed.

Agreed Action

The town council environment committee purchase two standard trees and 10 fruit trees, 4-5 years old, to be planted at the locations owned by Wellington Town Council and using the species recommended above, at an estimated cost of £222 ex VAT per standard tree and £122 ex VAT per fruit tree which includes cost of materials to protect, feed and water the tree.

Part 3 – Proposed sites on land owned by HRA, Somerset Council

Key to listings below

Site number – Location by road – Three words location – Land owner – Land Registry number (if applicable) – Tree numbers – Proposal

9. Popham Sheltered Housing, Victoria Street – ///bulbs.downturn.stadium – HRA, Somerset Council – 3 trees – *Amelanchier lamarckii* 'Snowy mespilus' (multi-stem), *Amelanchier arborea* 'Robin Hill' (single-stemmed) & *Ginkgo biloba*
10. Parking area, Gay Close - ///sheep.gearbox.vies – HRA, Somerset Council – 1 tree – *Robinia pseudoacacia*

11. Grass verge by No. 37, Gay Close - ///friends.saturate.crops – HRA, Somerset Council – 1 tree - *Sorbus* 'Copper Kettle
12. Open space in front of flats, Gay Close - ///deflated.wipes.orbit – HRA, Somerset Council – 2 trees – *Liriodendron tuliperfera* (Tulip Tree) & *Amelanchier arborea* 'Robin Hill' (single-stemmed)
13. Corner of Gay Close & turning into car park serving Flats 1-11 - ///chart.kiosk.engulfing – 1 tree - *Liquidamber styraciflua*
14. Habitat strip behind Flats 36-39 on Priory Play Area - ///weedy.vegans.tradition – 2 trees – *Sorbus* & *Betula*

On Tuesday 10th September 2024, Open Spaces manager Darren Hill and Climate Project Officer Stephen Tate met Somerset Council's HRA Tree Surgeon Supervisor Daniel Mancini.

After visiting the HRA sites, Daniel considered our proposals feasible on the grounds that the specimen trees proposed for each site when mature would not affect light to existing buildings or compromise boundary walls.

He was satisfied with the proposals and would green light the six sites to HRA chief Simon Lewis subject to the following two conditions being met:

1. That Wellington Town Council makes a legally-binding pledge to Somerset Council's HRA to maintain the trees during their lifespan and fell those where required.
2. That Wellington Town Council consults nearby tenants about the tree plan. With this mind, the town council suggests knocking on doors with laminates of the proposed trees to give tenants a visual idea of what the trees will look like when mature.

Agreed action

The town council environment committee purchase 10 standard trees, 4-5 years old, to be planted at the locations owned by HRA, Somerset Council, and using the species recommended above, at an estimated cost of £222 ex VAT per standard tree, which includes materials to protect, feed and water the tree.

Part 4 – Planters in Town Centre – Lift & Shift

Open Spaces manager Darren Hill proposes an overhaul of the planters using a regenerative method called Lift and Shift, whereby trees are planted as saplings for several years to provide interest on the high street while they establish a healthy root system.

At the end of years two or three, the trees would be replanted elsewhere in the town at previously agreed locations and new saplings of the same or a different species planted in their place for another two to three years.

When to lift and shift the trees depends on the amount of growth in the growing season for years one and two. If growing conditions in both years lead to strong, they would be lifted and shifted after year two. If however conditions in the first or second year see less than expected growth, it would be best practice to leave the trees in for a third year, or a maximum of four years.

The important consideration is to be able to lift and shift the trees with relative ease. If their root system becomes pot-bound in the planter, shifting the tree becomes harder, puts it under stress and reduces the chances it will survive the replant.

The benefit of this nursery system is threefold; first saplings costs less than adolescent trees, second the saplings would be included in the watering schedule for the town's hanging baskets and planters, and third they would add visual interest to the town centre.

Currently, there are six planters in the town centre, seven if you clude the planter near H. T. Perry & Son & Granddaughter. Darren is confident he can source four more unused planters from Somerset Council. It would be for town councillors to decide whether the town centre has room for more planters and where they would be located.

Agreed Action



The town council's environment committee purchase 11 saplings of *Betula utilis* var. *jacquemontii* 'Doorenbos' (RHS Garden Merit – see above) at an estimated cost of £100 ex VAT per tree.

Part 5 – Moving Wellingtonia from Linden Field



Background

The above photo shows a Wellingtonia (*Sequoiadendron giganteum*) in Linden Field surrounded by saplings.

Vivien Stock-Williams and Sue Adams planted this Wellingtonia along with another in the same field to commemorate the combined work of members of the now disbanded Wellington in Bloom.

A conversation with Vivien on Monday 16 September established that two sites were chosen near the railway so that train passengers could see the trees and that the saplings around the tree were planted at a later date

For the saplings to reach maturity the Wellingtonia would have to be moved. It would eventually dwarf the other trees and wick moisture from the soil across a wide area.

The other Wellingtonia stands on its own on a slight slope and is in a good position to become a mature specimen.

Vivien agreed to speak to Sue and other former members of Wellington in Bloom to gauge their reaction to moving the Wellingtonia by the saplings while keeping the other one in its present position.

Agreed Action

The Wellingtonia by the saplings in Linden Field be moved to The Basins. The other Wellingtonia in Linden Field would remain in its current position.

Stage Two – 2025/26

Part 1 – Proposed sites on land owned by Highways, Somerset Council

Key to listings below

Site number – Location by road – Three words location – Land owner – Land Registry number (if applicable) – Tree numbers - Proposal

1. Verge at entrance to Laburnum Road - ///talking.harmless.approves - Highways, Somerset Council – 1 tree – *Pinus pinea* (Italian stone pine)
2. Small open space, Beech Hill & Chesnutt Close - ///date.jumbled.validated – Highways, Somerset Council – 1 tree – *Paulownia tormentosa* (Foxglove Tree)
3. Verge, Pyles Thorne Road - ///tornado.waltzes.receiving – Highways, Somerset Council – 3 trees – *Acer davidii* Viper (Snake bark maple)
4. Lefthand verge, Blackmoor Road jnc. with Elms Road - ///broadcast.printer.light – Highways, Somerset Council – 6 fruit trees - Laxton's Fortune apple (dessert, September), Onward pear (eater), Catillac pear (stewing), Victoria plum (golden-yellow), Opal plum (reddish-purple) and Jefferson gage (golden-yellow).
5. Righthand verge, Blackmoor Road jnc. with Elm Road ///burns.value.punctuate – Highways, Somerset Council – 1 tree - *Acer griseum* (Paperbark maple)
6. Verge, righthand bend, Oakfield Park - ///toenail.prowl.indirect – Highways, Somerset Council – 3 trees – *Amelachier arborea* 'Robin Hill' (single-stemmed) & Rowan x 2 (*Sorbus* 'Copper Kettle & *Sorbus vilmorinii* 'Pink Charm')
7. Verge at jnc of Champford Lane & Walker's Gate – ///glance.cases.optimally – Highways, Somerset Council – 16723500? – 1 tree – *Gingko biloba*
8. Verge at jnc. of Barn Meads Road & Monument Close - ///inhabited.share.plan – Highways, Somerset Council – 16746173? – 3 fruit trees – Opal plum (reddish-purple), Onward pear (eater) & Ashmead Kernel apple (dessert, October)
9. Verge at jnc. of Swains Lane & Barn Meads Road - ///observe.sprinter.cutlets – Highways, Somerset Council – 1 tree – *Catalpa bignonioides* (India Bean Tree)

10. Verge in front of bungalows near Villa Verde, Rockwell Green
///refilled.animal.rewrites – Highways, Somerset Council – 16699190 – 3 trees – Trio of maples for autumn colour: *Acer rubrum* ‘October Glory’ x 3
11. Verges on either side of jnc of Swains Lane & Elworthy Drive -
///outfitter.fuse.legroom - Highways, Somerset Council – 2 trees – *Sorbus* ‘Copper Kettle
12. Verge on corner of Wardleworth Way & Milverton Road –
///dialects.graceful.legend – Highways, Somerset Council – 16706616 – 2 trees – *Liquidamber styraciflua* & *Robinia pseudoacacia*
13. Verge on Wardleworth Way - ///headlines.ignore.float – Highways, Somerset Council – 1 tree - *Robinia pseudoacacia*

Part 2 – Proposed sites on land owned by Live West Housing Association

Key to listings below

Site number – Location by road – Three words location – Land owner – Land Registry number (if applicable) – Tree numbers – Proposal

14. Penny Close/Howard Road – ///irritate.worlds.clocks - Housing Association LiveWest – 16726897 – 1 tree - *Sorbus* ‘Copper Kettle

Part 3 – Proposed sites on land owned by HRA

Key to listings below

Site number – Location by road – Three words location – Land owner – Land Registry number (if applicable) – Tree numbers – Proposal

15. Flats, Howard Road – ///cornfield.arriving.vacancies - Housing Association LiveWest – 16726897 – 1 tree – *Acer rubrum* ‘October Glory’

Stage Three – 2025/26 or 2026/27

Part 1 – Proposed sites on land owned by housing developers

Key to listings below

Site number – Location by road – Three words location – Land owner – Land Registry number (if applicable) – Tree numbers – Proposal

16. Smiths Farm Track, Brendon Road - ///cuddling.dots.pebble – Bloor Homes? – 58140885 – 10 trees – Native species (hawthorn, hazel, rowan, oak, holly)
17. Brendon Road/Lillebonne Way - ///rags.wake.sprays – Bloor Homes management company – 58140885 – 3 trees – *Acer rubrum* ‘October Glory’, *Acer griseum* (Paperbark Maple), *Acer Davidii* (Snakebark Maple)
18. Verge, Thomas Fox Road - ///museum.strutted.bonnet – Developer? – 61228229 - 2 trees (*Acer rubrum* ‘October Glory’ & *Robinia pueudoacacia*) & 6 native hedge packs (Woodland Trust bid)
19. Verge, Thomas Fox Road - ///head.novels.coast – Developer? – 61228229 – 5 trees – *Populus balsamifera* (Balsam Tree), *Ginkgo biloba*, *Acer griseum* & *Sorbus* ‘Copper Kettle’
20. Verge, Thomas Fox Road facing Milverton Road - ///haven.clogging.frost – Developer? – 16689771 – 1 tree – *Ginkgo biloba*
21. Green space behind Parklands Road near Isambard Kingdon Brunel Primary School – ///mentioned.broom.looms – Bloor Homes – 57555644 – 5 fruit trees & 9 hedge packs for medicinal hedge (part of Woodland Trust bid)

Part 2 – Proposed multiple sites on Cades Farm Estate

22. Open space in Cades Farm Estate - ///dash.however.activates – Persimmon – 54413948 – Multiple trees, including *Paulownia tormentosa* (Foxglove Tree) & *Tillia* spp. (Lime/Linden Tree), subject to discussion with developer
23. Multiple sites in Bramley Close, Cades Farm estate - ///revived.upstairs.available – Persimmon – 17666115 – Number of trees subject to discussion with developer

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

Tuesday 21st April 2026 at 6.00pm

Advisory Board Present:

Cllr Janet Lloyd (Chair)– Town Council (JL)

Cllr Catherine Govier-Wiggins – Town Council (CGW)

Michael Broom – Plot 74 & 75 (MB)

David Lee – Plot 71 (DL)

Annette Kirk- Town Council Facilities Manager (AK)

Tenants:

David Capell – Plot 17 (DC)

1. WELCOME

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

2. APOLOGIES

Mary Bradford (Tenant Plot 24 & 25)

3. TO APPROVE THE WORKING MINUTES FROM THE PREVIOUS MEETING
RESOLVED to approve meeting minutes dated 11th March 2026

4. PLOTS AVAILABLE AND WAITING LIST

- 10 People on waiting list.
- Plot 92 available.

5. PLOT INSPECTIONS

Report given by AK. 1st warning letters were sent to:

Plots 6, 7, 32, 33, 34, 52.

Emails sent to Plot 5 and Plot 89.

The advisory board asked that 1st warning letters are sent to Plot 60 & 85

6. THE BASINS RULES AND GUIDANCE 2026

RECOMMENDATION to Environment Committee to approve and adopt the following amendments, highlighted in yellow: Rules and Guidance circulated prior to meeting.

- (i) Clause 10.5 – the addition of a sentence specifically stating that bees are not to be kept on allotments (highlighted in yellow).
- (ii) Clause 7.1 – the wording in relation to the use of bonfires (highlighted in yellow).as advised by the National Allotment Society
- (iii) Clause 7.2 – the removal of this clause as now not relevant.

7. COMMUNITY ACCESSIBLE PLOT

The Board members discussed the report presented by the AK.

a) Raised beds let: A,B,C, D, E, F, G, H. Raised Beds available: I,J,K,L,M.

b) Work to be completed:

- Fill raised beds: C,E,I,J,K,L,M.
- Boundary fencing and front gate.
- Top stone dressing to communal pathways to be completed by R W Gale Ltd.

c) **RECOMMENDATION** to Environment Committee to approve the total expenditure as detailed in the Cost Centre Report up to 21st April 2026 and additional costs. Total expenditure: £5205.44

AK confirmed an email had been sent to Andy Disney Roof Contractor on behalf of the Town Council thanking him for his time and effort to complete the replacement roof work on the shed.

8. AOB

- Plot 54 – The Chair confirmed she had inspected the plot and will contact the tenant direct.
- DL raised the issue about the gate being left unlocked. A reminder to be sent to tenants.
- The Advisory Board agreed that the Allotment Competition judging would take place in the first two weeks of July. Judging Date to be confirmed Judge: Councillor Janet Lloyd. Invitation to Mark Joynes, South-West Regional Representative, National Allotment Society. Council Officers to notify tenants.
- The advisory board approved the new rent increase from 30th September 2026 to £34.00.

RECOMMENDATION to Environment Committee to approve the annual rent increase to £34.00 from 30th September 2026 in line with the tenancy agreement.

9. DATE OF NEXT MEETING: Tuesday 16th June 2026 at 6pm

Meeting Closed at 6.45pm



28-30 Fore Street, Wellington TA21 8AQ
Email: info@wellingtontowncouncil.co.uk
Phone: 01823 662855

The Basins Allotment Site - Rules & Guidance 2026

Everything you need to know when renting an allotment from Wellington Town Council (WTC).

The Allotment Acts 1908-1950 and your Tenancy Agreement give the terms and conditions of your allotment Tenancy. The sites are owned & managed by WTC (Wellington Town Council) and as such, we do require tenants to adhere to our Rules and Guidance for the benefit of all tenants. The Rules and Guidance are in place to ensure that tenants maintain their plots with best practice, to ensure that neighbouring tenants are not inconvenienced as far as is possible.

Under Schedule 1 “Terms and conditions” of your tenancy agreement, the council has the right to enforce additional rules which fall outside your tenancy agreement itself. These rules have been developed in consultation with the Basins Allotments Advisory Board and the Council, to try to strike a balance between allowing tenants the freedom to garden their plot in the way that they chose to, whilst ensuring that this does not infringe on other allotment holders.

Therefore, the following, is a list of rules which WTC expect its allotment holders to comply with. Reports of non-compliance will be investigated and assessed on a case-by-case basis. Non-compliance will lead to immediate termination of tenancy agreement, in other cases warning letters will be sent out. If two warnings are issued, then WTC will serve a ‘Notice to Quit’ to terminate tenancy with immediate effect.

Allotments are often busy places with many allotment holders all sharing the site and working in close proximity to each other. People differ in the way that they manage their allotment, and this may not be the same way that you may manage your own. We therefore ask all allotment holders to tolerate each other and work together but equally report any concerns as soon as possible to ensure that it can be investigated in the line with our procedures.

Should a complaint arise – the following are the types of evidence we will seek to use (although this is not an exhaustive list).

- Witness statements
- Validity of complaints received.
- Physical evidence on site
- Police statements
- Photographs etc.
- Written evidence/statements. * Please note - any complaints from other plot holders making an allegation of non-compliance can only be accepted as written statements submitted to the Town Clerk.



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In the case of non-cultivation there will be two warnings given. If your plot is not brought up to an acceptable standard within the set time frame, then a notice to quit will be served.

If you do bring your plot up to an acceptable standard within the time frame but then let it fail again within three months of it being at an acceptable standard one warning and a notice to quit will be served.

Failure on the Town Council's part to not enforce any of these rules, cannot be interpreted as a waiver of that rule, nor does it in any way prevent the Town Council's ability to enforce that rule again in the future.

- The Town Council has the power to make rules in order to regulate and manage the letting and use of individual allotments on its allotment sites.
- The Tenant is bound by the Town Council's Rules and Conditions and by any relevant legislation being in effect at the time.
- Changes to these rules apply to all Council Allotment tenancies and the revised Rules replace those previously in force.
- These Rules apply in general to all the Council's allotment sites. Any specific variations will be notified to the Tenant to whom it applies.
- These Rules may be amended from time to time and a copy of these will be made available as defined under 'Notification.'
- Failure to comply with the Rules or conditions of tenancy will result in action being taken to terminate the tenancy.
- The Council accepts no responsibility for loss by accident, fire, theft, or damage on any Allotment. Tenants are advised not to store any items of value on the allotment.
- Any costs incurred by the Council in undertaking works in default of a Notice or clearing away any material at the termination of the tenancy will be recharged to the Tenant.
- At the commencement of the tenancy the Tenant shall assume responsibility for all items on the Allotment. The Council reserves the right to alter, amend or suspend these rules in relation to a specific Tenancy.

Terms and Conditions

1. Allotment Use and Storage

- 1.1. Tenants must use their Allotment and any structures on it for their own personal use and must not conduct any business thereon or sell produce from it.
- 1.2. The Tenant may use the Allotment only for those horticulture purposes that the Council deems appropriate.
- 1.3. Only materials for use on the Allotment may be stored there, such as beanpoles, cloches, polytunnels, pots, and netting for seasonal use.
- 1.4. Storage of other items is not permitted.



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- 1.5. The following items are not intended for the purposes of allotment gardening and not permitted on the allotment.: Storage of asbestos, carpets, tyres, large areas concrete, bulky plastics, play equipment, items of large furniture (excluding limited seating for a rest area), glass panes/windows, building rubble or other waste materials, batteries/electrical items (excluding garden tools) hazardous substances, or waste, large metal items.
- 1.6. Allotments must be kept in a clean and tidy manner with no waste evident and structures utilised either for storage of tools and materials or for cultivation purposes.

2. Cultivation and Weed Control

- 2.1. The Allotment is let on the condition that it is maintained in a state of proper cultivation and must be maintained in such a manner that 75% of the area is in a state of active cultivation unless by agreement with the Authorised Officer.
- 2.2. Maximum of 25% of the allotment area is allowed for flower production, grass paths, or seating areas.
- 2.3. Ornamental flowers and shrubs that support biodiversity such as those that attract bees and butterflies are permitted.
- 2.4. It is the tenant's responsibility to keep the allotment free of weeds, grasses (other than on pathways) and overgrowth that may cause a nuisance to adjoining tenants. Any growth must be commensurate with an allotment space or under adequate control.
- 2.5. No monoculture cropping on allotment plots.
- 2.6. The council promotes usage of allotment plots to aid biodiversity and habitat. Such usage must be in line with proper cultivation and in keeping the allotment plot in a tidy manner.

3. Waste Materials and Pollutants

- 3.1. Carpet may not be brought onto site or used in any way on an allotment. Any carpet found on an allotment will need to be removed immediately.
- 3.2. Tyres cannot be brought onto site or used in any way on an allotment.
- 3.3. The use of concrete for shed bases, glass houses or for paving, or any solid brick and cement structures is not permitted (dry laid slabs are permitted).
- 3.4. Waste material, including green waste, may not be brought onto the allotment site.
- 3.5. Compostable material originating from the allotment must be stored for use in a composter or purpose-built enclosure.
- 3.6. The Tenant must not allow any decaying matter to remain on the allotment Garden which may cause a nuisance or annoyance.
- 3.7. The tenant is responsible for their own waste and must dispose of accordingly.
- 3.8. Bringing waste from home to the allotment is strictly prohibited and can lead to immediate tenancy termination.



- 3.9. Materials must only be brought onto allotment plots for immediate or near-term use.
- 3.10. Do not fly tip any materials or rubbish from your plot, or from off site, anywhere else on the allotment site, this includes onto vacant plots, or spaces on the site (including hedges).

4. Structures, Paths, and Fences

- 4.1. The written permission of the Council is required before any structure may be placed on an allotment.
- 4.2. Any structure on the allotment must be temporary and must be maintained in safe condition.
- 4.3. Upkeep of any structures must be ongoing and should not be allowed to deteriorate.
- 4.4. Tenants taking on an allotment with existing structures will need to adhere to the ongoing upkeep of those structures.
- 4.5. Structures shall be made from non-hazardous materials and shall be in keeping with the general environment.
- 4.6. If the Council is not satisfied with the condition of the structure, the tenant must either repair it to the Council's satisfaction or remove the structure within one month of an instruction to do so.
- 4.7. The Council or Allotment associations subject to an Allotment Management Agreement with the Council may limit the size of structures specific to their site.
- 4.8. Structures must be adequately secured (including guttering etc.), and water storage units must be fit for purpose and of a standard size (or smaller).
- 4.9. Structures must be kept within the boundary of the Allotment and must not be constructed over underground utilities (e.g., water supply pipes).
- 4.10. Solid fences adjacent to neighbours Allotments should not exceed one metre in height and wire and trellis fences should not exceed 1.5 meters in height.
- 4.11. The use of barbed (type) wire is prohibited.
- 4.12. No materials, plant or structures are to be attached to Council fencing, gates, or property.

5. Structures at the termination of the Tenancy

- 5.1. The Council accepts no responsibility for structures left on the allotment upon the termination of the tenancy.
- 5.2. Any such structures should be removed by the outgoing tenant unless it is left by agreement in writing with the Authorised Officer for the benefit of the incoming tenant or others on the site.

6. Paths & Principal Paths

- 6.1. Principal Paths must not be obstructed or parked on by vehicles.



7. **Water, Bonfires and Other Restrictions**

- 7.1. No bonfires are allowed on plots or on the allotment site. We asked that all organic waste is composted including pernicious, perennial weeds. Woody waste can either be chipped or shredded. Another option is to bury it a couple of feet down in the soil to gradually rot down and improve the moisture holding capacity of the soil
- 7.2. Tenants may not remove soil or similar materials from the site.

8. **Trees, Hedges, and Invasive Plants**

- 8.1. The planting of trees on the Allotment is restricted to those on dwarfing rootstocks.
- 8.2. Where trees planted prior to rule changes to dwarf rootstock only, these must be managed and maintained in line with the advice of the Authorised Officer so as not to become overgrown, excessively sizeable or to shade out adjacent plots or prevent cultivation in line with the non-cultivation rules.
- 8.3. Tenants must not, without consent of the Authorised Officer, cut or prune any trees outside their own Allotment.
- 8.4. Large or invasive plants including (but not confined to) bamboo, willow and forms of hazel may not be grown on the allotment.
- 8.4. Tenants are responsible for maintaining any hedge or fence on their Allotment. Hedges abutting the Allotment should be trimmed so as not to obstruct pedestrian or vehicular access or restrict the use of adjoining Allotments.
- 8.5. Cutting of trees and hedges should not be undertaken during bird nesting season (1 March – 31 Aug).

9. **Assignment and Sub-Letting**

- 9.1. The Tenancy of an Allotment is personal to the Tenant named on the agreement.
- 9.2. The Tenant may not assign or sublet all or part of their Allotment or structures thereon.
- 9.3. The Tenant may share the use of the Allotment and or structures by agreement with the Authorised Officer.
- 9.4. The tenant or their visitors may not enter onto or cross another Allotment without the express permission of the Tenant of that Allotment or in the case of a vacant allotment, the Authorised Officer.



10. Dogs, Livestock and Bees

- 10.1. Dogs must not be brought onto any Allotment unless they are kept on a lead or otherwise restrained at all times. Dogs may not foul the site or stray onto other Allotments.
- 10.2. The burial of animals on any Allotment land is strictly forbidden.
- 10.3. Except with the prior written consent of the Council the Tenant shall not keep any animals or livestock on the Allotment Garden save hens (no cockerels) to the extent permitted by section 12 of the Allotments Act 1950. Such animals are not to be kept for trade or business purposes and accordingly to be limited in number as the Council may provide in writing.
- 10.4. Animal welfare guidelines must be followed and livestock provided with suitable and sufficient living conditions, diet, and water.
- 10.5. **The keeping, housing, or introduction of bees is not permitted on the allotment site.**

11. Rent

- 11.1. Rents will be reviewed and will rise by the amount agreed by the Council prior to the 1st April each year.
- 11.2. Rent increase will apply to all tenants irrespective of whether the individual tenant has been advised of the increase. It is the tenant's responsibility to acquaint themselves of the increase.
- 11.3. Any increase in rent will apply from the 30th September of each year and will be announced by way of a notification via email.
- 11.4. If the rent remains unpaid for a period of more than 30 days from the due date, the Allotment shall be considered vacant and will be re-let.
- 11.5. The rent year runs from 30th September. Tenants taking up an allotment within the rent year will be required to pay:
 - 11.5.1. Between October to March the charge will be 100%
 - 11.5.2. Between April and July, the charge will be 50%.
 - 11.5.3. August and September there will be no charge.
- 11.6. A tenant may relinquish their Allotment at any time, or have their tenancy terminated for breach of the tenancy agreement before year end but no rebate will be payable.
- 11.7. The tenant must remove any items or derelict structures from their Allotment before the end of their tenancy.
- 11.8. Tenants should only take on an additional allotment plot when the waiting list for the site is exhausted. The Authorised Officer must give permission.
- 11.9. Tenants must immediately inform the Council in writing of changes of address and contact details. If a Tenant moves to an address outside of the boundary of the Wellington Town Council their tenancy will be terminated.



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- 11.10. Notices to be served by the Council on the Tenant may be sent to the Tenant's address in the Tenancy Agreement (or as subsequently notified to the Council under these rules) by ordinary post or served on the Tenant personally or by email; or placed on the Allotment. Written information for the Council should be sent to Wellington Town Council or by email to info@wellingtontowncouncil.co.uk.

12. Site Safety and Security

- 12.1. No Tenant may cause or permit harassment, alarm or distress to another occupier or user of the Site.
- 12.2. It is the responsibility of the Tenant to ensure that their use and occupation of the Allotment do not represent a danger to themselves or others visiting the Site.
- 12.3. Anything on the Allotment which is considered hazardous by an Officer of the Council shall be removed.
- 12.4. Only glyphosate-based herbicide products from garden or horticultural suppliers shall be used for the control of pests, diseases, or vegetation.
- 12.5. When using any sprays or fertilisers the Tenant must take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur, and so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and comply at all times with current regulations on the use of such sprays and fertiliser.
- 12.6. Sprays and fertilisers to be stored in locked safety cabinet including bleaches, herbicides, and insecticides.
- 12.7. Storage of fuels, other than small amounts (5 litres) for immediate use is prohibited.
- 12.8. Tenants may not bring, use, or allow the use of barbed or razor wire or any similar material on the Allotment.
- 12.9. Do not give site access code to other people or allow them to visit your plot unsupervised unless they have been identified as a helper/regular visitor.
- 12.10. All Tenants must lock gates on entry and departure to prevent access by unauthorised people or animals. This applies even if the gate is found to be already unlocked on arrival / departure.
- 12.11. Children brought onto the site must be closely supervised at all times and not allowed to access any other Allotment Garden other than the Tenants.
- 12.12. Nothing shall be done on the Allotment that will cause a nuisance to users of the other Allotments or those adjoining the Site.
- 12.13. No overnight staying on the allotments.
- 12.14. Only tenants and nominated individuals are authorised to be on site. Any variation must be agreed with the Authorised Officer.



- 12.15. Do not remove anything from a vacant plot, including sheds, greenhouses, plants, crops etc unless given permission to do so by the Council (the Council will not accept written or verbal permission from the previous tenant).
- 12.16. Do not take anyone else's produce or property from their plot without their permission.

13 Vehicles, Tents, and Caravans

- 13.1 Motor vehicles may only be parked within a designated parking area.
- 13.2 Caravans and live-in vehicles are not permitted on any Allotment land overnight.
- 13.3 The overnight use of tents or other temporary structures is not permitted on the Site.

14 Allotment Numbering and Notices

- 14.1 An Allotment number will be put on a post and must be kept visible from the Principal Path or main access path.
- 14.2 Only Council information may be displayed on Allotment notice boards, where provided. Please contact the council should you wish to include additional material (e.g. offer of spare plants and other gardening items).

15 Observance of Rules

- 15.1 These Rules supersede any previous rules in force on the allotment site.
- 15.2 The Authorised Officer reserves the right to amend or waive any Rule in respect of a particular Tenancy where they consider the need is justified.
- 15.3 Tenants must observe and comply with current rules and regulations and those which the Council may make at any time in the future.
- 15.4 Rules will be posted online on the Council website www.wellingtontowncouncil.co.uk.
- 15.5 Tenants must comply with any reasonable or legitimate directions given by the Authorised Officer in relation to an allotment or site.
- 15.6 If a Tenant fails to use or keep their Allotment in compliance with these Rules, they shall be served a Warning Notice giving them 28 days to remedy the situation as specified.
- 15.7 Failure to comply with the requirements of the Warning Notice will result in a Notice to Quit the Allotment.
- 15.8 The Notice to Quit will require the Tenant to deliver vacant possession of the Allotment within one calendar month of the date of service of the Notice.
- 15.9 It is the Tenant's responsibility to notify the Council in writing if they are unable for health or other reasons to maintain their Allotment. A Warning Notice will be served before a Notice to Quit except where in the opinion of the Council's Authorised Officer the use of the Allotment or the behaviour of those associated with it is such that the Tenancy should be terminated immediately.



- 15.10 A Notice to Quit will be served if two previous Warning Notices have been served during the tenancy.
- 15.11 The Authorised Officer reserves the right to enter onto the Allotment without prior notice to inspect the condition thereof or undertake groundwork or emergency repairs.

16 Observance of Rules, Disputes, etc.

- 16.1 Interpretation of these rules will be made by the Authorised Officer.
- 16.2 The Council's decision in any dispute is final.
- 16.3 Where allotment tenancies are rented to a group, they are collectively subject to additional rules issued by the Authorised Officer.

17 Tenancy Termination

- 17.1 The Tenancy will be terminated where the right of occupation of the land by the Council is terminated.
- 17.2 Otherwise, the Council will give the tenant one month's written Notice to Quit if:
 - 17.2.1 The rent is in arrears for 30 days or more (whether formally demanded or not).
 - 17.2.2 The Tenant is in breach of any of these rules or of their tenancy agreement.
 - 17.2.3 The Tenant no longer resides within the Town.
 - 17.2.4 The Tenant has given 28 days' notice to terminate the Tenancy either by post to Wellington Town Council or by emailing info@wellingtontowncouncil.co.uk giving details of the Allotment name and the Allotment number.
- 17.3 Upon the death of a Tenant, their partner may apply to the Council within four weeks to take over the Tenancy.
- 17.4 Any costs incurred by the Council in respect of the condition of the allotment at the termination of the tenancy will be recharged to the outgoing tenant.

Terms and Interpretation In these Rules, the words used are to have the following meaning:

Allotment: An Allotment Garden (as defined Allotment Act 1922) is an area of land that is let by the Council for the cultivation of vegetable crops, fruit, flowers, and herbs.

Authorised Officer: An Officer of the Council delegated by them to perform the function.

Cultivation: Keeping the Allotment in good productive order or maintained in a manner acceptable to the Authorised Officer. The maintenance and improvement of soil, the control and prevention of flowering weeds and self-set plants which may be a



nuisance to other tenants, the production of ornamental plants, vegetable crops, fruit, flowers, and herbs.

Notice: A formal direction to an individual Tenant served under the Conditions of their Tenancy (whether oral or in writing).

Notification: Any general information regarding the management of the Allotments which will be displayed as follows:

- The Town Council’s web site
- By Notice affixed at the Entrance of the Allotment site
- By Notice available at the Council’s offices

Paths: Dividing paths between Allotments.

Principal Path: A common route within the site for vehicular and pedestrian access to allotments.

Rent: The annual rent payable for the tenancy of an Allotment.

Site: Any area of Allotments that are grouped together.

Structure: A building, shed, greenhouse, shelter, hard standing, animal run or hutch or poly tunnel.

Tenancy agreement: A legally binding written document which together with the Rules and Conditions records the terms of letting of a particular allotment(s). The Tenancy confers rights, privileges, and responsibilities to the Tenant over the Allotment and shared facilities of the site.

Tenant: A person that resides within the Town boundary, who holds the **Tenancy Agreement and is the primary user of an Allotment.**

The Council: Wellington Town Council.

I confirm that I have read and understood the documentation above:

Signed by Tenant

Name.....

Date.....



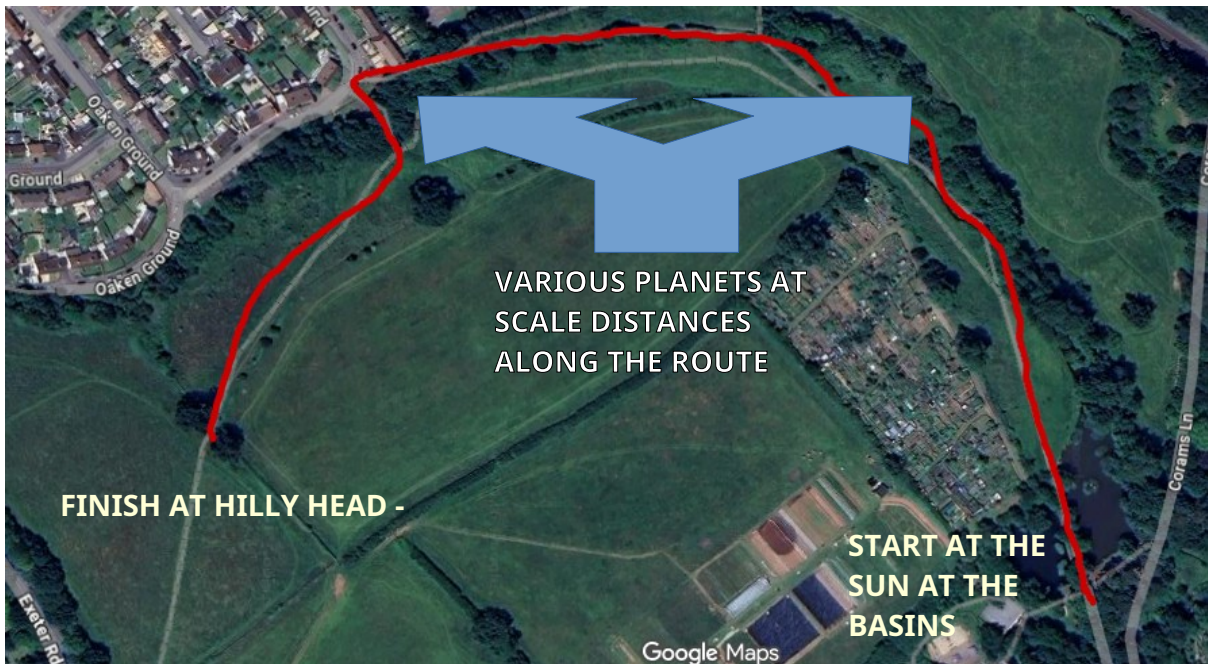
WELLINGTON TOWN COUNCIL
Project Initiation Form



| | | | |
|--|--|---------------------------|----------------|
| Project Initiator | MIKE MCGUFFIE | | |
| Project Title | SPACE WALK - TEMPORARY INSTALLATION IN GREEN CORRIDOR | | |
| Description | A SCALE MODEL OF THE SOLAR SYSTEM USING POSTERS PLACED BETWEEN THE BASINS AND HILLY HEAD – TO BE IN PLACE OVER A WEEKEND SEE PAGE TWO FOR LOCATION AND EXAMPLE POSTER. | | |
| Benefits | ENTERTAINMENT FOR RESIDENTS | | |
| Financial Implications | | | |
| Upfront / Set Up Costs | £10 | Ongoing Costs (Per Year) | £0 |
| Does the Project generate income | N | If Yes, Please Specify | |
| Existing Council Budget? | Y | If Yes, Please Specify | GREEN CORRIDOR |
| Other Implications (i.e., environmental etc.) | LAMINATED A3 POSTERS PLUS ZIP TIES AND GAFFER TAPE FOR FIXIING | | |
| Staffing resource required | PRINTING AND LAMINATING – 3 HOURS? | | |
| Risks and Issues | VANDALISM CAUSING LITTER (POSTERS AND ZIP TIES) | | |
| For Office Use | | | |
| Name of Committee for discussion | | Date of Meeting Presented | |
| Scheduled start date (if passed by resolution) | | | |
| Lead Officer | | | |

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.

LOCATION OF SPACE WALK POSTERS



EXAMPLE POSTER (SIZE A4 AND LAMINATED)

EARTH and MOON



Earth to scale



150 million Km from the sun and 12,100 Km across, in our space walk scale it is shown here as 2mm wide. Can you see the Moon? It is about half a mm wide and about 6cm from the scale Earth. That's right, it is just above the "o" in Moon.

A gem in the sea of space, this beautiful picture is by the first people to fly round the Moon at Christmas 1968.

An oasis of water covering 70% of it's surface, it is the most complex world we know and perfect for life.

The planet with it's huge web of life supports and sustains us but who knows if there is life on other worlds?

Welcome to the Green Corridor Space Walk

This is a scale model of the Solar system, if the Sun was the size of a football.

It starts at the Basins with the Sun and the inner planets (Mercury to Mars). It then follows the path to Rockwell Green and Hilly Head with the Gas Giants (Jupiter to Neptune). This temporary event is only for the Bank holiday weekend.

This event is made possible by Wellington Town Council, who lease and manage the Green Corridor. Is there a special public event or exhibition that you would like to see happen in the Green Corridor? Then please contact Wellington Town Council to discuss your ideas.

Council Contact details:



| | |
|---------------------------------|--|
| Title | Acquisition of Crown Estate Land Update |
| Meeting | Environment Committee |
| Date of meeting | 20 May 2026 |
| Action Required | For noting |
| Report Author and email address | Dave Farrow, Chief Executive Officer/Town Clerk townclerk@wellingtontowncouncil.co.uk |

1. Introduction

.1.1 The purpose of this report is to update the Committee on the current position

2. Background

- 2.1 The Committee will be aware of this long running saga and the background to it.
- 2.2 The delays in the process have been caused by a lack of responsiveness from the Crown Estates Solicitors. However, some progress has now been made following a consultation with some neighbouring landowners undertaken by our solicitors at the request of the Crown Estates solicitors.
- 2.3 Through that consultation it became apparent that there are three residential properties where parts of the Crown Estate land have been subsumed into the gardens of the properties with no commensurate adaptation of the land registry titles.
- 2.4 To progress this, we have been told that the Crown Estate want to see signed transfers relating to these small parcels of land before they will progress the matter to completion.
- 2.5 Our solicitors have advised that the cost of preparing the transfers will be £1200 plus VAT and I have instructed our solicitors to proceed on that basis.

3 Links to Council Vision and Place Plan Vision

- Proud and protective of our heritage, green spaces, and biodiversity
- Committed to becoming a net carbon neutral town
-

Wellington Place Plan

- Inclusive Access and Connected Communities
- Pride in Place: Culture, Heritage & Belonging
- A Healthy, Sustainable & Green Town

4 Financial Implications

4.1 The £1200 will be met through the Professional Fees budget line.

5 Risks

5.1 If we do not purchase the land, it in effect remains ownerless and the Town Council may have to act to maintain it, as it has in the past e.g. the Basins Causeway, without the right of ownership.

6 Considerations

6.1 The Committee is asked to note this report