



**WELLS CITY COUNCIL  
NOTICE IS HEREBY GIVEN THAT A MEETING OF THE OUTSIDE SPACES & ESTATES  
COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND,  
WILL BE HELD AT WELLS TOWN HALL  
ON THURSDAY 3<sup>RD</sup> FEBRUARY 2022 AT 7:00PM**

*Please note this meeting will be recorded for the purpose of minute-taking.*

Steve Luck  
Town Clerk/RFO

27<sup>th</sup> January 2022

Town Hall  
Market Place  
Wells BA5 2RB  
01749 673091  
e-mail: townclerk@wells.gov.uk

Committee Members:

Cllrs: L Agabani (Chair), A Bayley, D Denis,  
R Humphreys, A l'Anson, T Leach, S Powell,  
T Pullin

**AGENDA**

Wells City Council has declared a climate emergency. Each agenda item must consider the impact on any policy and decision.

- 1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
- 2 DECLARATIONS OF INTEREST**  
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 26<sup>th</sup> July 2012
- 3 MINUTES OF THE CITY CENTRE & OPEN SPACES COMMITTEE MEETING HELD ON THURSDAY 25<sup>TH</sup> NOVEMBER 2021**  
Matters arising.
- 4 MEETING OPEN TO THE PUBLIC**  
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair
- 5 OUTSIDE SPACES**
  - i Skateboard park - to receive an update from Lead Cllr L Agabani
  - ii To receive a report from the Outside Spaces Officer, to include:
    - a. Market Place bollards and planters
    - b. New outside spaces and premises
    - c. Cemetery office/councillors' visit
    - d. Wells in Bloom - The schools competition and judging update from Cllr D Denis

**6 PORTWAY ANNEXE**

- i. To receive an update from Lead Cllr A l'Anson
- ii. To consider grant information (attached)

**7 BISHOP'S BARN**

- i. To receive an update from the Town Clerk on the progress of acquiring the Wells Recreation Ground Trust

**8 PROPERTIES**

- i. To receive any update from the Lead Cllr S Powell

**9 ANY MATTERS OF URGENT REPORT**

**10 DATE OF NEXT MEETING: 7pm Thursday 3<sup>rd</sup> March 2022**

**EXCLUDE THE PRESS AND PUBLIC**

**Note:** If it is necessary for matters to be considered in confidence it will be proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential property items can be discussed.

**Portway Annexe Funding Options**  
**Report by Emma Jakins, Sustainability Officer January 2022**

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**1) The National Lottery Reaching Communities Grant**

Offers Grants **over £10,001**

**Application deadline: ongoing**

**Key aims that overlap the Portway Annexe project**

- a. “improving places and spaces that matter to communities”
- b. “build strong relationships in and across communities”

**What can this project fund? (Concerning Portway Annexe)**

- a. “Direct costs associated with delivering activities in your community including project staff, materials, equipment, room hire, project evaluations”
- b. “Core/ fixed costs to support the day-to-day running of the organization e.g. equipment”
- c. **“The purchasing, refurbishing or developing of land and buildings”**

**What it cannot be spent on:**

- Loan repayments
- Religious activities
- Activities that make profits for private gain
- Things money has already been spent on (no reclaims)

One of the key ambitions of this grant is for projects to be people-led, strengths-based and connected, with evidence that research has been conducted to identify what is needed within the community and proof that these suggestions are listened to. This research has already been conducted for the Portway Annexe project and the evidence can/should be used in the application. It will be important to:

- “Involve people and communities from the start”
- “Build on people’s strengths”
- “Ensure the project is connected to the community”

This grant could be used to fund larger expenses such as the development of a community kitchen, improving toilets (making them more accessible would be a key angle) or other large scale projects

For more information: <https://www.tnlcommunityfund.org.uk/funding/programmes/reaching-communities-england#section-3>

## 2) National Lottery Awards for all England

Grants between £300-£10,000

Application deadline: ongoing

### Key aims that overlap the Portway Annexe project

- a. "improving places and spaces that matter to communities"
- b. "build strong relationships in and across communities"

### What can this project fund? (Concerning Portway Annexe)

- a. "Direct costs associated with delivering activities in your community including project staff, materials, equipment, room hire, project evaluations"
- b. "Core/ fixed costs to support the day-to-day running of the organization e.g. equipment"
- c. **"The purchasing, refurbishing or developing of land and buildings"**

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## If your project focuses on sports, arts or heritage

When we assess sports, arts and heritage projects, we're looking for projects where the main aim is to strengthen your community in some way.

### What we mean by strengthening your community

We know most sports, arts and heritage projects are good for communities generally. But we're looking for projects that do a little more.

The application can draw on the heritage of the building and its significance within the community. Furthermore, highlight how the building will be returned to the community through the projects, rooms and events conducted there.

This grant may be useful for the cost of retrofitting and installing insulation/ secondary glazing throughout the building- as assessment and quotation will be required for this application.

More information: <https://www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-england#section-3>

\*Before any grant application is made, there needs to be a clear indication of how the building will be used and which projects will need funding. In most cases, quotes will need to be provided for the labour and materials. There will also need to be an indication of a timeline.

## Quotation for Decarbonisation Report

Thank you for the enquiry. I specialise in the energy efficiency of old buildings so would be delighted to help. There is much that can be achieved to reduce energy demand, whilst respecting the integrity and heritage of listed buildings.

Of course every building is different and I will know more after survey, but attached is a list of contents which you would expect my report to cover. This should give you a clear idea of the scope of the energy audit.

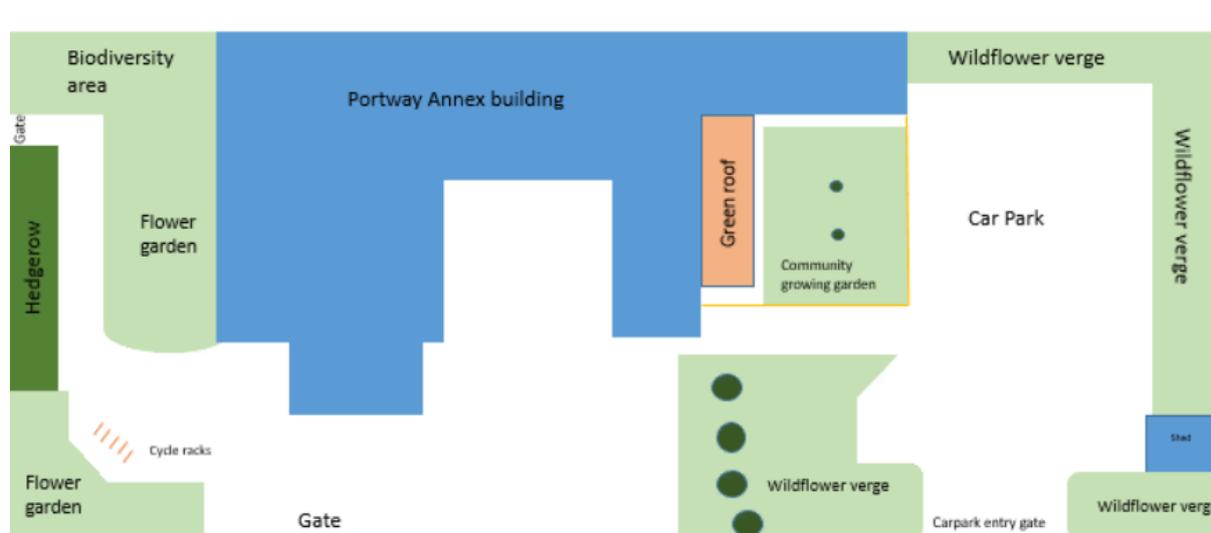
In terms of process, there are normally 4 stages:

- Initial discussions, data sharing - including drawings, reports, background information (1/2 day)
- Site visit including survey plus meetings with any key people, including yourself, maintenance staff etc (1 day)
- Draft report to cover context, priorities, energy & carbon data, fabric, services, interactions (4 days)
- Final report (1/2 day)

As to costs, based on 6 days of my time (covering both buildings), the price would be in the order of £3,000. No VAT applies.

The quote of £3000 covers the assessment/ report of both the Portway Annexe and the Town Hall. Nigel Griffiths specializes in the efficiency of older, listed buildings and has worked with Glastonbury Town Council.

## Portway Annexe External Ground



### Community Growing Garden



Developing a community garden focusing on growing vegetables that can be harvested freely by the community. This will serve as a location for all members of the community to garden regardless of space/ skill. A desire for this project has been highlighted within the community. The area would be managed by community members. Sustainable Wells have expressed an interest in the overall maintenance and establishment of such a garden.

Funding options:

#### **NINEVEH Trust supports projects that focus on:**

- health, welfare and education of the general public
- The study and appreciation of agriculture, ecology and land management
- The study and appreciation of land and estate management that encourages conservation of the countryside

<https://www.ninevehtrust.org.uk/the-trusts-aims/>

#### **Garfield Weston Foundation**

Have funded community garden projects in the past

<https://garfieldweston.org/what-we-support/community/>

#### **National Garden Schemes**

Funding for community garden projects (applications for 2021-22 close on 28/02/2022)

<https://ngs.org.uk/cga-application/>

## Report to Outside Spaces

### Wells in Bloom

**Schools Competition** - Letters and emails were sent out to primary schools and preschools in second week of January Inviting them to take part in Wells In Bloom 2022- with judging to take place 22-24 June. There are 2 volunteers who will judge and it is hoped the Awards will be presented at the Bishops Palace before the end of term. Brownes Nursery will help sponsor the prize monies.

**Allotments Competition** - There will be 3 volunteers, hopefully to judge the 3 allotment areas 11<sup>th</sup> July. The award ceremony will be planned for the Autumn and will be separate to the schools. Letters are going out to the Allotment Holders to inform them at the start of February

**Wildflower Verges** - Mendip DC have in principle agreed to a pilot study for planting a small number of verges with wildflowers in Wells. I have arranged a meeting for volunteers from Sustainable Wells , myself and Emma Jakins to meet the Mendip Officer Michael Berry to decide on which verges and to discuss how to proceed. The meeting is planned for 8 February at the Town Hall.

Cllr Denise Denis  
27/1/2022