

## WELLS CITY COUNCIL

### MINUTES OF THE MEETING OF THE OUTSIDE SPACES & ESTATES COMMITTEE HELD ON THURSDAY 2<sup>ND</sup> MAY 2024 AT 7:00PM IN WELLS TOWN HALL

**PRESENT:** Cllrs: J Browne (Chair), D Denis, S Eden, D Orrett, G Robbins

**IN ATTENDANCE:** Town Clerk: S Luck  
Devolution Officer: H Wilkins  
WCC Cllr: L Agabani  
SCC Cllr: T Munt  
WCC Staff: S Glendinning  
1 member of the public

**24/32/OSE APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**

Cllr: T Butt Philip, N Kennedy, S Powell (Vice-chair)

**24/33/OSE DECLARATIONS OF INTEREST**

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12<sup>th</sup> May 2022  
None received.

**24/34/OSE MATTERS ARISING FROM THE OUTSIDE SPACES & ESTATES COMMITTEE MEETING HELD ON 7<sup>TH</sup> MARCH 2024 (Outside Spaces, Wells in Bloom, Portway Annexe)**

24/16/OSE Cllr Denis advised the Monarchs Way Noticeboard is currently being printed by the Monarchs Way Association and will be sent to us for the Outside Spaces Team to display in the Recreation Ground near the water fountain. We can then invoice the Association for the materials.

The minutes were signed as a true record.

**24/35/OSE MEETING OPEN TO THE PUBLIC**

Cllr Denis advised a member of the public, who could not attend the meeting, had written to complain about the appearance of the winter planting in the City. No dead heading or watering has been carried out which, in his opinion, would extend the life of the plants. He also questioned why volunteers were no longer being used to help with the care of the planters throughout the City. The Town Clerk explained the Outside Spaces Team have struggled with the planters being too wet due to the amount of rain we have had this winter and steps were being taken to create better drainage. He also explained that volunteers were not covered under our insurance.

**24/36/OSE SKATEBOARD PARK**

Cllr Agabani provided an update. A meeting is taking place with Waitrose/John Lewis Estate Managers to firm up on access to the site. A Planning Application will then be submitted to Somerset Council. Although other sites have been considered for the park, the current location is felt to be most appropriate. Cllr Denis asked if concrete will be used for the new site. It was confirmed concrete will be used, the current park will be completely redeveloped at a cost of £500k. The skateboard project has currently raised £105k, the majority coming from Section 106 monies. Further grants cannot be applied for until the Planning Application is submitted.

**24/37/OSE OUTSIDE SPACES**

The Town Clerk provided an update. Discussion has continued with Somerset Council over the roundabout advertising scheme. They wish to take this over and retain the sponsorship money. An agreement has been in place for over 20 years for Wells City Council to carry out work on the Highway's under delegated authority in a

memorandum of understanding. Wells City Council have stated that they wish to continue with their own Advertising Scheme on the roundabouts. SCC Cllr Munt agreed to support this decision. Discussion with SCC will continue.

The new benches are now in place in the Recreation Ground.

A member of public has submitted legal proceedings on some of the trees in the Recreation Ground. This is now in the hands of our Solicitors and councillors are asked not to enter into any discussion on the matter. The Town Clerk was asked to make this known to all Wells City Councillors.

Haylee Wilkins, Devolution Officer, is working on a presentation for Wells City Council on the services being transferred from May 2025. Public consultation will be required in order to proceed.

Cllr Denis was disappointed that the flowering weeds had been cut down in Lovers Walk. She asked if in other parts of the City they could be left longer. Cllr Browne agreed to make this request to Matt Johnson, the Outside Spaces Officer.

Cllr Orrett enquired about the sensory garden being established in the Recreation Ground. The area has been prepared which has been hard work as it is solid with tree roots. It was suggested a raised bed maybe better in the area to provide a better environment for the plants. Cllr Browne to discuss with the Outside Spaces Officer.

#### **24/38/OSE CLIMATE EMERGENCY**

Cllr Denis had circulated the attached report prior to the meeting. The Wells Environment Network are preparing for an Eco week from 12<sup>th</sup> – 17<sup>th</sup> October 2024 on the subject of Flood, Farming and Food. Cllr Denis asked for the full council to support. Cllr Orrett wished it noted and appreciated how much work Cllr Denis has put into organising this event.

#### **24/39/OSE WELLS IN BLOOM**

The attached report had been provided prior to the meeting by Cllr Denis. 20 'bee-friendly' plaques have been sourced. Four are to be placed in the planters at the Bus Station. 11 will be given to the schools who have entered the Wells in Bloom competition and the remaining will be displayed around the City. The plaque includes a QR code, which leads you to the Wells City Website, Wells in Bloom page. It was suggested this page should be updated. Cllr Denis to look into. A new group of judges have designed a poster for the Wells in Bloom garden competition which is being displayed on noticeboards and social media.

Cllr Denis advised at the recent LCN sub group meeting it was confirmed Chapter 8 training and insurance indemnity training would be rolled out for volunteers, at a cost of £180 plus VAT per person. Haylee Wilkins, Devolution Officer, to investigate further and report back to the committee.

#### **24/40/OSE ANY MATTERS OF URGENT REPORT**

Cllr G Robbins advised a Wells Pride event is planned for Saturday 3<sup>rd</sup> August. They are liaising with Matt Johnson the Outside Spaces Officer as it is being held in the Recreation Ground. More details to follow.

The Town Clerk advised the Charter Fair have applied for World Heritage Privilege which is looking like they will gain approval. This provides them with international recognition and legal protection.

Cllr Orrett asked about restricted parking for residents in Tor Street and Andrew Street. Cllr Munt confirmed it was under discussion and no decision had yet been made.

Cllr Denis asked for Ian who is employed by IDVerde cleaning the streets, to be thanked for all his hard work.

The attached Portway Annexe Management committee report had been circulated before the meeting by Cllr Orrett for information.

Cllr Browne thanked the committee for their support whilst she has been Chair of Outside Spaces & Estates Committee. This is her last meeting before she embarks on her Mayoral term.

**24/41/OSE DATE OF NEXT MEETING: 7pm Thursday 6<sup>th</sup> June 2024 (Recreation Ground & Bishop's Barn)**

**EXCLUDE THE PRESS AND PUBLIC**

**Note:** It is necessary for matters to be considered in confidence, it was proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended to allow a private property report.

**Minutes signed by The Chair:** .....

**Date:** .....

**Climate Change Working Group Report 2/5/24**

**Meeting was held 10 April 2024 Wells Town Hall**

1. Aims and Objectives 2023- 2024 have been met as set out in the Annual Parish Report 2023. All present agreed to review their continuing membership of CCWP 2024/25 when the Council Committees are reviewed in the next Council year after Mayor Making. SP said that she felt that consistency of membership would be helpful as this will be the second year and will help consolidate the work started.
2. The objectives for 2024-2025 were agreed:
  - i) Enable/support a Community event which brings all the organisations together to inform/lead to further actions to help mitigate and adapt to Climate Change.
  - ii) Work with Council/Town Hall to ensure energy efficiency of the buildings- Town Hall/Portway Annexe from Climate Budget
  - iii) Work with Council/Town Hall Manager/Outside Spaces to review energy efficiency/carbon footprint reductions where possible.

3. The WEN Eco Week budget proposal of £1000 for room hire and publicity were proposed and accepted. These are:

Town Hall 12/10/2024- £288, Website- £400, Printing- £200, Display/Pull up Banners- £100

3. Inaugural Event at Cedars Hall; Ticketing sales from Cedars Hall could achieve £3000 from sales at £10 pp. This could cover speakers' expenses. Discussions at WEN meeting later adjusted the suggested ticket price to £5 pp to ensure the event is priced appropriately for the type of event

**WEN Meeting held on 17 April.**

- **Cedar Hall** venue confirmed post-meeting 19/4/24 by B McCartney  
Floods, Farms, and Foods: Building Resilience Together" Panel Discussion
- **Town Hall Event (12th October):**
- Various organisations to participate, including Somerset Wildlife Trust, Wilder Communities, Men's Shed, Wells & District Wildlife Group, Somerset Beekeepers Association, Strawberry Line, Sustainable Travel, Sustainable Wells, Heads Up, Westbury Trees.
- Workshops and films planned, including talks by Brigit Strawbridge and Flood Mary.
- Other Events:
- 2 Market stalls confirmed for Saturday: to promote TH event and Wednesday CSE Energy Saving Advice and ACE Community Benefit Fund for energy saving measures
- Bishop's Palace and Cathedral to host nature walks and provide info on sustainable buildings.
- FIXY Tech to organise tech amnesty at Little Theatre car park (date TBD).

**24/39/OSE**

**Wells In Bloom Report to Outside Spaces, 2 May 2024**

**Competitions-**

There are 11 entries from schools, for the wheelbarrows section- all will be displayed over the summer in the Bishops Palace Stableyard after the Award Event on Thursday 4 July in the Bishop's Palace. The schools will all receive a certificate and a *Wells – A Bee friendly City* Plaque.

13 Allotments have entered so far- 5 from Bishops Palace, 6 from Burcott Rd and 2 from Barnes Close

Only 3 have entered from private garden/ communities and businesses.

We have a poster to put out from 1<sup>st</sup> May- deadline for entries is 31 May.

**Voluntary Help**

I have received requests from 2 people to ask if the planters could be managed by volunteers to ensure deadheading is carried out more regularly. Cllr Orrett and I attended an LCN subgroup on Highways this week and learnt that Somerset aim to roll out a Chapter 8 training/ and insurance indemnity for Parish and town Councils, which would benefit volunteer working as litter pickers and volunteers to assist the OS team in ongoing maintenance of planters, and perhaps encourage collaboration with our community?

**Sponsorship**

Sponsors under the voluntary scheme should be receiving a letter to ask them if they wish to continue their sponsorship. Will this be affected by the Somerset Council statement of intent to take over the sponsorship on the Glastonbury roundabout?

Cllr Denise Denis

**Minutes of the Portway Annexe Management Committee held on 4<sup>th</sup> April 2024.**

*Present:*

Alex Westwood, Portway Annexe Manager (AW)  
Cllr Deborah Orrett, Chair (DO)  
Cllr Denise Denis (DD)  
Cllr Shirley Eden (SE)  
Cllr Stewart Cursley (SC)  
Gerry Clark, Resident (GC)

*Apologies:*

Town Clerk, Steve Luck  
Resident Colin Brown was absent.

No members of the public were present.

**1. *Minutes of last meeting* held on 4<sup>th</sup> January 2024.**

The Sheep and Penguin PH is difficult to communicate with re: car parking spaces.

No discussions yet on placing a defibrillator at the PA.

GC reports there has been no more inconsiderate parking opposite his house. AW had discreetly eased the problem.

DD asked that PA meeting minutes be uploaded onto the PA section of WCC website. DO agreed to ask Admin at the Town Hall to do this.

**2. *See attached Overview and Highlights report from AW.***

In addition:

Numerous complaints have been received from one neighbour re: sound emanating from the Music Rooms. Alex has ensured that sound levels are acceptable as are the times of day / evening the rooms are used. A suggestion was made that if the neighbour continues to complain, an environmental inspection be arranged as decibel levels are most likely to be within acceptable limits.

AW put forward a proposal to rename the AV room. We were in agreement with his suggestion.

Alex will talk to Andy Allen about re-siting the spare defibrillator at the Town hall. We felt it was a sound idea to house this in the office at the PA

It is unlikely the CAB room will be booked out as hire space as it is close to the entrance and therefore noisy.

It might be used for storage or for a "bolt hole" for Alex when he needs an uninterrupted location to work.

Xander's input at the PA has been helpful. They are an artist and will contribute to the social media side.

Income from hirings is healthy with March 2024 bringing in the highest sum to date- £5,205.

Months where there are school holidays and Bank Holidays are less profitable.

SC asked AW whether he could produce occupancy levels for each room.

Greater clarity of PA finances is needed for WCC audit and to be accountable to the public.

Apportioning staff time to the relevant locations is required. The Deputy Town Clerk is looking into appropriate software and the Finance committee are supporting increased accountability. It is insufficient to report that the PA is "washing its face" if rental income reaches 4,000 / 4,500 per month.

The tennis table is still at the PA.

Our Safeguarding policy needs to be reviewed as staff and other users of the PA may be at risk. The Deputy Town Clerk is working on this. We need to know that our hirers are compliant although it was pointed out that DBS/CRB certificates should be viewed but not kept on site.

AOB

There is no update on the Community Fridge coming to the PA or the Tree of Life being installed there. It is thought another location has been proposed for the latter (mosaic)  
DD would like to see secondary glazing on some of the windows.  
GC wanted it minuted that he and all neighbours are pleased with how the building is now so well cared for.

**Date of next meeting.**

A new PA committee will be formed after the May 23rd Full Council meeting.  
We will not meet in May.

**DO is proposing a date of June 27<sup>th</sup> at 5.30 at the PA.**

Other meetings are scheduled for August 29<sup>th</sup> and November 21<sup>st</sup> 2024

Deborah Orrett 5/4/2024