**WELLS CITY COUNCIL**

**NOTICE IS HEREBY GIVEN THAT A MEETING OF WELLS CITY COUNCIL, WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN WELLS TOWN HALL ON THURSDAY 22ND OCTOBER 2026, 7PM**

Haylee Wilkins
Town Clerk

15th October 2026

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

Committee Members:
Cllrs: L Agabani, J Browne, T Butt Philip, S Cursley, D Denis (Mayor), S Eden, J Edmonds, G Folkard, K Kinshaw, T Kolizeras, D Orrett, S Powell, G Robbins, H Siggs, I Von Mensenkampff, P Welch

## AGENDA

The Council has declared a Climate Emergency. All reports should include climate implications alongside financial, legal, and community impacts to support informed decision-making and minimise adverse effects.

Members are asked to consider whether recommendations align with the Council's corporate priorities, climate emergency declaration, resource constraints, and financial implications.

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

**1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
To receive any apologies for absence.

**2 DECLARATIONS OF INTEREST**
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct as adopted 12th May 2022.

**3 MINUTES FROM THE WELLS CITY COUNCIL MEETING HELD ON 24TH SEPTEMBER 2026**
To be confirmed as a true record and signed by the Chair (attached).

## 4 ACTIONS FROM THE WELLS CITY COUNCIL MEETING HELD ON 24TH SEPTEMBER 2026

Open actions not on the agenda are listed below:

| Date Raised | Description of Action |
|---|---|
| 21.05.2026 | 26/96/C – Consideration of small sweeper with Somerset Council |
| 25.06.2026 | 26/111/C – Request to consider quoracy of council meetings within standing orders and best practice. |
| 24.09.2026 | 26/157/C - The Mayor asked for regular updates for the Councils letter to the Church Commissioner associated with Palace Fields parking provision |
| 24.09.2026 | 26/158/C – Response to Mr Simons from the Town Clerk required |
| 24.09.2026 | 26/169/C HERITAGE TOURISM - The Town Clerk was asked to present a future paper on the expectations for the City Council to allow consideration, costing and decision. |

## 5 MEETING OPEN TO THE PUBLIC

Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair.

If you wish to speak at the meeting, you are encouraged to contact reception@wells.gov.uk to advise in advance, to aid the management of time

## 6 MAYOR'S ANNOUNCEMENTS

- Sunday 8th November, 9:45am, Civic Remembrance Service and Parade, St Cuthbert's Church
- Wednesday 11th November, 11am, Armistice Day
- Saturday 14th November, 7pm, Mayor's Charity Event Comedy Supper, Swan Hotel
- Thursday 19th & Friday 20th November, Fair in the Market Place
- Friday 20th November, Wells Carnival

**Mayor's Diary**

23rd Oct University Centre Somerset Graduation 2026, Wells Cathedral
24th Oct Tortoise & Hare Presentation Evening, White Hart Pub in Sadler Street
25th Oct Tom Winter's 'Light Lines' Exhibition, The Bishop's Palace
5th Nov Founders Day Service, Almshouses
7th Nov HMS Somerset Open Day, Avonmouth
12th Nov Brittaines Charity Meeting of the Trustees, Chubb Bullied Solicitors
13th Nov Meeting the new Headmaster of Wells Cathedral
14th Nov Mayor's Charity Event, Comedy Supper, Swan Hotel
20th Nov Wells Carnival
21st Nov Wells SOUP, Wells Cathedral

## 7 WELLS RECREATION GROUND TRUST (WRGT)

To receive the minutes of the meeting held on 1st October 2026 (attached).

## 8 ESTATES COMMITTEE

To receive the minutes of the meeting held on 1st October 2026 (attached).

## 9 FINANCE COMMITTEE

To receive the minutes of the meeting held on 8th October 2026 (attached).

**10 PLANNING ADVISORY COMMITTEE**

To receive the minutes of the delegated meeting held on 5th October (attached) and 22nd October 2026 (to follow).

**11 INTRODUCTION TO MAYORS CADET**

The Mayor to introduce the Air Cadet nomination from 1955 (City of Wells) Squadron

**12 ACT TO ADAPT – ONE YEAR ON**

To receive an update from the Mayor

**13 PUBLIC SPACE PROTECTION ORDER CONSULTATION**

To receive report from the Town Clerk on the associated consultation and potential for local impact (attached)

**14 SOMERSET RIVERS AUTHORITY BID**

To receive proposed bid from the Town Clerk and approve submission (attached)

**15 ST CUTHBERT OUT PARISH COUNCIL PARK WOOD ENGAGEMENT**

To receive update form the Town Clerk on the associated consultation with the Church Commissioners and proposed next steps for consideration and approval (attached)

**16 LEISURE STRATEGY & PLAY PROJECT UPDATE**

To receive a verbal update from the Town Clerk on draft policy, consultation and next steps

**17 CORPORATE RISK REGISTER**

To receive the Q2 update following endorsement from Finance Committee (attached)

**18 TO RECEIVE REPORTS FROM COUNCILLORS/TRUSTEES ON OUTSIDE BODIES**

To receive any associated reports.

**19 TO RECEIVE ANY WRITTEN REPORTS FROM SOMERSET COUNCILLORS**

To receive any associated reports.

**20 FORWARD PLAN**

| **Full City Council Forward Plan** | |
|---|---|
| **Item** | **Proposed date for consideration** |
| Avon & Somerset Police Update | November 2026 |
| Customer Charter & Customer Journey | November 2026 |
| Leisure Strategy & Play Project Update | November 2026 |
| WRGT Update | November 2026 |
| City Wide WIFI | November 2026 |

| | |
|---|---|
| Parking Project Update | November 2026 |
| Community Fridge Proposal | November 2026 |
| Wells Rotary – EVAG Update | November 2026 |
| Adoption of Statutory Annual Policy<br>i. Standing Orders<br>ii. Financial Regulations<br>iii. Scheme of Delegation | December 2026 |
| Adoption of 2026-27 Budget | December 2026 |
| Leisure Strategy & Play Project Update | December 2026 |
| Events on council land policy adoption | December 2026 |
| Devolution Sign off | December 2026 |
| Pilot Monthly Market feedback | December 2026 |
| Skate Park Project Management Proposal | December 2026 |
| Corporate Risk Register | January 2027 |
| Adoption of 2026-27 Budget (if required) | January 2027 |
| Leisure Strategy & Play Project Update | January 2027 |
| Corporate Risk Register & Annual Risk Profile and Assessment | March 2027 |
| Calendar of Public Meetings | March 2027 |
| Priorities & Project Planning | April 2027 |
| General Power of Competency | Every political cycle |

**21 ANY MATTERS OF URGENT REPORT**

**22 DATE OF NEXT MEETING: Thursday 26th November 2026 at 7pm, Wells Town Hall**

**WELLS CITY COUNCIL**

**MINUTES OF THE WELLS CITY COUNCIL MEETING HELD ON THURSDAY 24th SEPTEMBER 2026 AT 7.00PM**

*Written reports can be viewed on agendas: Wells City Council website*

**COUNCILLORS PRESENT:** Cllrs: L Agabani, J Browne, T Butt Philip, S Cursley, D Denis (Mayor), J Edmonds, H Siggs, K Kinshaw, D Orrett, S Powell

**IN ATTENDANCE:**
Town Clerk: H Wilkins
RFO: C Woodland
Mace Bearer: C Price
WCC Staff: C Hobbs
Somerset Cllr for Wells and MP for Wells and Mendip Hills: T Munt
4 members of the public

**26/153/C APOLOGIES FOR ABSENCE**
Cllrs: S Eden, G Folkard, T Kolizeras, G Robbins, I Von Mensenkampff, P Welch

**26/154/C DECLARATIONS OF INTERESTS**
None received.

**26/155/C NOMINATION OF DEPUTY MAYOR**
Cllr L Agabani nominated Cllr D Orrett. Cllr J Edmonds seconded the nomination.
There were no other nominations.
Cllrs voted unanimously for the nomination.
Cllr D Orrett took her seat next to the Mayor.

**26/156/C MINUTES OF THE MEETING OF THE CITY COUNCIL HELD ON 23rd JULY 2026**
Minutes of the previous meeting were confirmed as a true record and signed by the Mayor.

**26/157/C ACTIONS FROM THE MEETING OF THE CITY COUNCIL HELD ON 23rd JULY 2026**

| Date Raised | Description of Action |
|---|---|
| 21.05.2026 | 26/96/C – Consideration of small sweeper with Somerset Council |
| 25.06.2026 | 26/111/C – Request to consider quoracy of council meetings within standing orders and best practice. |

The Town Clerk reported that 26/96/C the item for consideration of a small sweeper would be a carried forward action.

The item 26/111/C for clarification of quoracy of Council meetings. The Town Clerk reported that WCC are compliant with Standing Orders. Quoracy requires meeting attendance to be one third of entire members to be present. WCC have not been contrary to that at any point. Standing orders are based on the Local Government Act 1972, section 13.

The Mayor asked for an update regarding her letter to the Church Commission regarding the Palace Fields parking. The Town Clerk reported that the Church Commission replied that they understood the economic impact on the closure of the car park and were working to resolve the matter with the tenant.

**26/158/C MEETING OPEN TO THE PUBLIC**

C Simons asked for information regarding details of the lease at Wells Film Centre. He also asked if WCC were comfortable with the signs at the Wells Film centre pertaining to bag searches.
The Town Clerk assured C Simons that she would respond to his questions regarding the lease directly to him and that the signs regarding bag searches were a matter for the film centre.

Mrs Montague spoke of her difficulties moving around the Market Place due to the placement of tables and chairs outside cafes. Mrs Montague uses a mobility aid and she explained that it is very stressful. She spoke of her struggles to get access to the post box in the Market Place as a planter has been placed in front of it and for access to the vegetable stall on Market days as she is required to get off and on the pavement, to get close enough. Mrs Montague reported a damaged bin near Boots that requires looking at.
The Mayor invited Somerset Cllr for Wells and MP for Wells and Mendip Hills, T Munt to speak.
T Munt MP reported that she had been in contact with Somerset Licensing and invited them to come along to Wells so that the problems can be witnessed. T Munt suggested this visit should come on a Wednesday on Market Day to see the issues.
Cllr L Agabani suggested a visit on a non-market day would be preferable as chairs are not in place on Market days.
C Simons reported that he had send several FOI requests regarding pavement licenses but had failed to get a response after several months.
The Town Clerk reported that she had received information regarding all the pavement licenses and that she would engage with T Munt MP regarding the noted visit.

**26/159/C MAYOR'S ANNOUNCEMENTS**

• Sunday 8th Nov, 9:45am, Civic Remembrance Service & Parade, St Cuthbert's Church. The Mayor reported that Cllrs will be wearing full regalia.

• Wednesday 11th November, 11am, Armistice Day. The Mayor asked that as many Cllrs attend to show their respects. Cllr H Siggs asked that as it's a Wednesday that there was room for the ceremony.
The Town Clerk reported that this had been addressed.

**Mayor's Diary**

25th Sept Cider & Cheese Festival, Wells Cathedral
26th Sept Axbridge Blackberry Carnival
27th Sept Mayor's Charity Quiz, Tramways
4th Oct Somerset YFC Harvest Thanksgiving Service, Wells Cathedral
6th Oct Friends of Wells Cathedral Divine Light Event, Wells Cathedral
6th Oct Floral Art Club, Wells Little Theatre
8th Oct Woolly Rhino Skull Launch, Wells Museum
9th Oct Wells Art Contemporary VIP Private View, Wells Cathedral
11th Oct Moat Boat Race Presentation Evening, Bishop's Palace
15th Oct Lunch at Abbeyfield House
15th Oct Licensing Service for The Revd. Sarah Cornick, St Cuthbert's Church
16th Oct Somerset Chair's Award for Service to the Community, Taunton
22nd Oct Wells Festival of Literature 2026 Event for Schools, Cedars Hall

**26/160/C OUTSIDE SPACES COMMITTEE**

Cllr D Orrett presented the minutes of the meeting held on 3rd September 2026
No questions received.

**26/161/C STAFFING & PERSONNEL COMMITTEE**

Cllr S Powell presented the minutes of the meeting held on 10th September 2026
No questions received.

**26/162/C FINANCE COMMITTEE**

Cllr L Agabani presented the minutes of the meeting held on 10th September 2026
No questions received.

**26/163/C CIVIC & ARCHIVES COMMITTEE**

Cllr J Browne presented the minutes of the meeting held on 17th September 2026
The Mayor pointed out a spelling mistake in the Minutes.
No questions received.

**26/164/C PLANNING ADVISORY COMMITTEE**

Cllr S Powell presented the minutes of meetings held on 16th July 2026, 31st July 2026 and 17th August 2026, under delegated authority and 17th September 2026
No questions received.

**26/165/C PRESENTATION FROM LEAD SOCIAL PRESCRIBING LINK WORKER WITH THE LOCAL GP PRACTICES (WEST MENDIP PCN)**

Item deferred.

**26/166/C POLICY ADOPTION**

To adopt the following policies as agreed by Committees

1. Tree Policy
2. Staff Handbook
3. Health & Safety Handbook
4. Severe Weather Policy
5. Community Emergency Plan

The Town Clerk reported that all policies have been through the relevant committees.
The Tree Policy necessary due to devolution of assets to WCC.
The Staff Handbook required updating due to changes in the Employment Act 2025 and there may be further changes in the next few months.
The Severe Weather Policy allows WCC to be transparent with staff regarding expectations and risk management.
The Health and Safety Policy is hopefully self-explanatory.
The Community Emergency Plan is a document which follows a protocol set with support from Somerset Council. The plan will give hints and tips to the community, should there be an emergency.

The Mayor asked that if under delegated authority could there be included in the handbook that mobile property requires returning at the end of the contract. She would also like the issue of staff working whilst their children/family members are in the building to be included. The Mayor then referred to the Health and Safety handbook and stated that the terrorism section had some wording amendments. The Mayor's final comment on the above policies was that she felt it a good idea to bring the community groups referenced in the policy together in a community day/conference to work through issues raised together.
The Mayor then asked if Cllrs were happy to adopt the above policies in principle and suggested they be adopted en-masse.
Cllrs voted unanimously to adopt the policies.

**26/167/C CHRISTMAS LIGHT PROVISION 2026-27**

The Town Clerk presented an image of Icicle Christmas lights in a High Street setting. She reported that there had been concerns with the infrastructure of fixings in Broad Street, High Street and Queen Street. These issues had been presented to the recent finance committee who had approved the decision to provide string icicle lights instead of the traditional Christmas lights. This option will then ensure the health and safety risks are managed. This will be the case for 2026 and 2027.
Cllr J Browne asked what would happen to the original lights.

The Town Clerk reported that the original lights are safe and in storage until such time further decisions are made after the two-year scheme.
Cllr K Kinshaw asked that communication to the public be managed with sensitivity.
The Town Clerk assured the meeting that she is aware of this and will also include in the communications the priority for safety, along with information about the Christmas tree which this year is provided by WCC rather than a local business.
Cllr S Powell spoke of her approval of the icicle lighting and thought they were aesthetically pleasing.

**26/168/C 20MPH SCHEME PROPOSAL**

The Town Clerk presented the final draft proposal based on changes requested at the previous Full Council meeting. The changes requested were around Kennion Road, Ash Lane, and other locations around the school. Following a meeting with Cllr T Butt Philip, there remains an outstanding question regarding Beryl Lane and Bath Road in terms of location of signage to gain best coverage. That will be resolved before the scheme is in place. The next step will be an open consultation with the community and then will return to Somerset for the scheme to be refined as required and seek timescales for delivery.
A brief discussion took place about there being a blanket 20mph zone and the number of signs that would be required with multiple zones. The conversation continued with acknowledgement that it is progress and the first phase of possible later adjustments.
The Mayor asked that Cllrs vote to approve the proposal.
Cllrs voted unanimously to approve the proposal.

**26/169/C HERITAGE TOURISM**

The Town Clerk reported that the Heritage and Tourism group met two weeks ago and is making progress with a Community Operating Board (CIO) being developed and a number of proposals around tourism being developed. To date WCC has not committed officer time for specific projects and maybe there is a need to understand how much time, support and engagement will be needed with tourism projects.
Cllr D Orrett explained that the purpose of the group is to combine the excellence of the historic venues, community participation, heritage, music, education, volunteers to improve the experience of visitors.
A discussion took place regarding the expectations of the working group when it comes to the of financial and time commitment and limitations from the working group.
Cllr L Agabani stressed that any requests will be required to go through the Finance committee.
The Town Clerk was asked to present a future paper on the expectations for the City Council to allow consideration, costing and decision.

**26/170/C LET'S CELEBRATE TOWNS BID 2026**

The Town Clerk explained that the Bid is run by a number of banks and offers up to £25k funding for High Street provision. That funding may be for engagement, marketing and suchlike. There are numerous businesses in Wells who are keen for this Bid to be put forward as a proposal to secure funding to work on marketing Wells. This Bid sits outside the Heritage Tourism group. The Town Clerk proposed to make a Bid by WCC on behalf of the city.
Cllr L Agabani believes that the Bid should come under the tourism umbrella but is supportive of the Bid application.
A brief discussion took place about the Bid process and brief ideas for which functions the funding would be used for.
The Town Clerk was asked to prepare a Bid on behalf of the City Council.

**26/171/C DEVOLUTION**

The Town Clerk reported that the papers have been through the Outside Spaces Committee regarding land/asset transfers. Each parcel of land has been given consideration to determine the impacts on management. The Town Clerk gave an outline for each section of land and explained the nuances pertaining to the title deed and acknowledged that there were deviations from previous devolution agreements

The Mayor invited proposals to proceed with the land/asset transfers as laid out by the Town Clerk.
Cllrs voted 6 for proceeding with land/asset transfer with 3 abstentions.

**26/172/C** The Mayor asked for a motion to move confidential – PUBLIC TOILET PROVISION CONFIDENTIAL - THRIVE WELCOME HUB items into a closed session at the end of the meeting.
Cllrs voted unanimously for the motion.

**26/173/C CONFIDENTIAL – PUBLIC TOILET PROVISION**
To receive the confidential paper for consideration, from Finance Committee.
Exclusion of Press and Public - The committee are required to consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and pursuant to Section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information: item 20 – Public Toilet Provision.
Personal information - This report contains information relating to an individual and is therefore exempt by virtue of Paragraph 1 of Schedule 12A of the Local Government Act 1972.
Commercially sensitive information - This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) and is therefore exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972.

**26/174/C CONFIDENTIAL - THRIVE WELCOME HUB**
To receive the confidential paper for consideration, from Finance Committee.
Exclusion of Press and Public - The committee are required to consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and pursuant to Section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information: item 21 – Thrive Welcome Hub.
Personal information - This report contains information relating to an individual and is therefore exempt by virtue of Paragraph 1 of Schedule 12A of the Local Government Act 1972.
Commercially sensitive information - This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) and is therefore exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972.

**26/175/C PLAY & LEISURE STRATEGY UPDATE**
The Town Clerk explained the next steps and introduced Media and Communications Officer M Groom. The Draft will be brought before the next meeting for consideration and following that a period of public consultation. The draft will map play areas that can be reached within an 8–10-minute timescale, which will identify areas in need of play provision.

**26/176/C TO RECEIVE REPORTS FROM COUNCILLORS/TRUSTEES ON OUTSIDE BODIES**
Cllr P Welch was not in attendance. The Mayor thanked him for producing the report which was attached to the agenda.
Report from the Connect Community Trust based at the Connect Centre which has been renamed Elim Church Wells.

**26/177/C TO RECEIVE ANY WRITTEN REPORTS FROM SOMERSET COUNCILLORS**
None received.

**26/178/C**

| Full City Council Forward Plan | |
|---|---|
| **Item** | **Proposed date for consideration** |
| Customer Charter & Customer Journey | October 2026 |
| Leisure Strategy & Play Project Update | October 2026 |
| Events on Council Land Policy Adoption | October 2026 |
| Corporate Risk Register | October 2026 |
| WRGT Update | October 2026 |
| Adoption of Statutory Annual Policy<br>i. Standing Orders<br>ii. Financial Regulations<br>iii. Scheme of Delegation | December 2026 |
| Adoption of 2026-27 Budget | December 2026 |
| Corporate Risk Register | January 2027 |
| Adoption of 2026-27 Budget (if required) | January 2027 |
| Leisure Strategy & Play Project Update | January 2027 |
| Corporate Risk Register & Annual Risk Profile & Assessment | March 2027 |
| Calendar of Public Meetings | March 2027 |
| Priorities & Project Planning | April 2027 |
| General Power of Competency | Every political cycle |

**26/179/C ANY OTHER URGENT MATTERS OF REPORT**

Cllr L Agabani reported that the Moat race had been very successful and thanked WCC for its support. Insurance monies have been raised to cover the event in 2027. Cllr L Agabani thanked the input of Cllr H Siggs and Archivist for their input regarding researching the names for the new consort board and for the staff who helped at the unveiling reception.

Cllr K Kinshaw spoke of her concerns for the lack of parking in Wells with the loss of the Palace Fields car parking and asked that WCC explore parking solutions within Wells' boundary. Cllr K Kinshaw put forward a proposal to:

"Request that the City Council explore parking solutions within its boundary, opportunities to support either directly or sympathetically, including the scoping of possible land for future development for parking provision."

A discussion took place about the Palace fields parking provision. Cllr H Siggs spoke of the cost of providing more spaces and the monetary figure which would be required. The discussion continued with varied views regarding parking necessities.
The Mayor asked that the proposal be read out again.
A discussion took place with suggested amendments to the wording of the proposal
The Town Clerk read out the amended proposal.
Proposal –

"Request that the City Council explore parking solutions within its boundary and surrounding areas, opportunities to support either directly or sympathetically, including the scoping of possible land for future development for parking provision."

Cllrs voted unanimously for the proposal.

Cllr S Powell reported that traffic management during the Pride event caused some problems in Chamberlain street and was backed up. Marshalls did not seem to be used.
The Town Clerk assured Cllr S Powell that she was meeting with Somerset for a Washup meeting with organisers and will give feedback.

Cllr D Orrett asked how to become informed better as a Councillor on changes within commerce sector in Wells.
The Town Clerk responded that she is meeting with the Chamber of Commerce and will give feedback.

The Town Clerk advised the service at St Cuthbert's Church on Thursday 15th October for the installation of the new vicar clashed with the date and time of the Planning Advisory Committee meeting. She suggested moving this meeting by a week to take place on Thursday 22nd October at 6pm before the Full City Council meeting. This was agreed.

**26/180/C** **DATE OF NEXT MEETING:** Thursday 22nd October 2026 at 7pm, Wells Town Hall

**Minutes signed by The Mayor……..Date ……**

**WELLS CITY COUNCIL**

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE WELLS RECREATION GROUND TRUST (WRGT) HELD ON WEDNESDAY 1st OCTOBER 2026 AT 6PM IN WELLS TOWN HALL**

**TRUSTEES:** Cllrs: L Agabani, S Cursley, J Edmonds, G Folkard, T Kolizeras, D Orrett, S Powell (Vice Chair), H Siggs, P Welch

**IN ATTENDANCE:** Town Clerk: H Wilkins
WCC Staff: C Hobbs
Somerset Cllr for Wells and MP for Wells and Mendip Hills: T Munt
17 members of the public

**26/12/WRGT APOLOGIES FOR ABSENCE FROM TRUSTEES**
Cllrs: T Butt Philip, D Denis (Mayor), S Eden

**26/13/WRGT APPOINTMENT OF CHAIR**
Cllr S Powell chaired the meeting in her capacity as Vice-Chair of WRGT

**26/14/WRGT DECLARATIONS OF INTEREST**
None received.

**26/15/WRGT MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON 3RD JUNE 2026**
Minutes of the meeting held on 3rd June were signed as a true record by Cllr S Powell.

**26/16/WRGT ACTIONS FROM THE ANNUAL GENERAL MEETING HELD ON 3RD JUNE 2026**

i. The Bishop's Barn to be added to each agenda for WRGT
ii. The numbers required for committee quoracy to be publicised. Item deferred.
iii. Trust related training for Trustees to be investigated. This remains ongoing. None has been found available to date.

**26/17/WRGT MEETING OPEN TO THE PUBLIC**
The chair acknowledged letters and emails sent from members of the public which had been circulated to all Cllrs and will be considered by WRGT when discussing any improvements to the recreation ground and the Bishop's Barn

Four members of the public wished to speak.
L Byrne spoke of her disappointment of the removal of the item regarding legal compliance. L Byrne asked what structures will be put in place to consult with the public before changes on any projects are made at the recreation ground and for WCC to harness the creative energy of the public.
Cllr L Agabani stressed that consultation had already taken place but that it will continue.
Cllr S Powell echoed Cllr L Agabani's comment that public consultation will continue comprehensively and offered on such days as Market Days and will be offered to all demographics.

J Brown asked about the trusteeship and asked if WRGT members should be other than city councillors as she feels this is a conflict of interest. J Brown asked for assurance that a letter written by Mrs Truman has been circulated.
Cllr S Powell reassured that it is not unusual for elected members to be trustees and that the aforementioned letter has been circulated to all councillors by Cllr D Orrett.

M Field spoke of his concerns from a resident's point of view with the potential increase in traffic on South Street should car parking be increased at the recreation ground.

C Simons referred to a previous meeting and that all are acting in the best interest of the recreation ground. He believes that there should be a structure for a long term plan and somebody employed to manage the project. C Simons would like members of the public co-opted onto the WRGT committee.
Cllr S Powell responded that WRGT will consider the suggestions made.

**26/18/WRGT LEGAL COMPLIANCE**

Item deferred to next meeting and replaced by discission regarding the Bishop's Barn

The item replaced with an item to discuss the Bishop's Barn at each WRGT meeting

Cllr S Powell confirmed that the letter received by Mrs Truman had been circulated to all Cllrs.
Cllr S Powell then summarised a letter received from V Leith who would like the parking at the recreation ground to remain unchanged, she would like to retain the green space and the wall as it is. Work should be done to resurface established paths. The letter continued and pertained to the Bishop's Barn.

**BISHOP'S BARN**

V Leith suggested that practical conservation measures should be undertaken, such as improved drains, improved heating by ground source heat pumps, better natural light, so that the Bishop's Barn might become an asset as a rentable venue.
An email from the Mayor will be forwarded to the WRGT

**26/19/WRGT VERBAL REPORT FROM WELLS CITY COUNCIL WORKING GROUP**

Cllr H Siggs reported that there have been many suggestions and criticisms put forward over years for usage of the recreation ground. The football and pitches were unused and the playground was expanded. The site has increased use by dog walkers which conflicts with children's play areas. The open spaces are put to good use. Suggestions have been made to improve play facilities for a variety of disabilities and wider age groups. This working group is simply investigating options and nothing to date has been set in motion. There will be public consultation at every step of the way.
The barn is underused and is challenging. Attempted revamps have not led to greater use. Damp, lack of light, heating and facilities are some of the reasons. Attempts are being made to consider how improvements can be made by adding an annexe to the barn to address the lack of facilities.
The rationale for opening up Moat Walk to the park is simply an idea as it was considered it would open up the park to offer easier access and increase the use of the space and the bandstand. The increased parking was being considered to give increased venue parking for the Bishop's Barn to ensure it

remained a financially viable entity for the future. Better paths at Silver Street end to improve access for those with disabilities.
Offering wider play options is a challenge. There are a number of groups disadvantaged by the lack of appropriate play equipment.
Cllr H Siggs reiterated that the plans that have caused so much concern are simply suggestions which required exploring. The WRGT are happy to develop ideas further if instructed. We believe that external assistance will be required.
Cllr H Siggs stressed that all comments will be taken into consideration.
Cllr P Welch thanked Cllr H Siggs for his report.
Cllr D Orrett acknowledged the concern shown by members of the public and again stressed that public consultation will take place before decisions are made.
Cllr S Powell (Chair) confirmed that ideas from the working group will be put to a wide public consultation after which, the trustees will then make final decisions.

Cllr T Kolizeras spoke of the difficulty of the position of city councillors who have to consider opinions and needs of a variety of demographics living in Wells.

Cllr L Agabani thanks Cllr H Siggs and asked what would be the next step and also commented that all work required financing.

Cllr H Siggs said that the working group would continue to consider ideas. The recreation ground needs to deliver to the wider community and that there is the requirement to accept change. Funding will be difficult but that will come during the next council term.

Cllr L Agabani spoke of a little research he had done regarding use of the park in the 1884s where the park was much more used with activities such as skating. Cllr L Agabani asked if it could be possible to have mini consultation.

Cllr H Siggs confirmed that there needs to be a decision on what is being consulted on.

Cllr T Kolizeras suggested that anyone visit Collett park in Shepton Mallet for a good example of a play area making good use of the space.

Cllr S Powell asked that the WRGT come up with a draft consultation plan for the trustees to vote on at the WRGT meeting scheduled for March 2027
Cllr S Powell reported that a wedding had taken place in the Bishop's Barn where trees had been brought in to decorate the space which had made the venue very beautiful.

**26/20/WRGT DELEGATED RESPONSIBILITIES**
To delegate authority to the Town Clerk in consultation with the Chair and Vice-Chair, to decide any urgent matters arising before the next meeting. .

**26/21/WRGT ANY MATTERS OF URGENT REPORT**.
None received.

**26/22/WRGT DATE OF NEXT MEETING: To be confirmed**

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

**WELLS CITY COUNCIL**

**MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON THURSDAY 1ST OCTOBER 2026 AT 7:00PM IN WELLS TOWN HALL**

**COMMITTEE MEMBERS PRESENT:** Cllrs: L Agabani, S Cursley, G Folkard, T Kolizeras, G Robbins, H Siggs (Chair), P Welch

**IN ATTENDANCE:** Town Clerk: H Wilkins
Estates Manager: L Wassell
WCC Staff: J Nogan
Somerset Cllr for Wells and MP for Wells and Mendip Hills: T Munt
1 member of the public

**26/63/E APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
Cllr T Butt-Philip

**26/64/E DECLARATIONS OF INTEREST**
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared.

**26/65/E MINUTES FROM THE ESTATES COMMITTEE MEETING HELD ON 2ND JULY 2026**
The Estates Manager raised that the 2nd paragraph of 26/58/E should be under 26/59/E.

**26/66/E ACTIONS FROM THE ESTATES COMMITTEE MEETING HELD ON 2ND JULY 2026**

| Date Raised | Description of Action |
|---|---|
| 30.04.2026 | To provide an update on the legal position of the Wells Film Centre and confirmed date for contract signature.<br>*This was discussed later in the meeting. Refer to 26/68/E.* |

**26/67/E MEETING OPEN TO THE PUBLIC**
C Simons raised concerns regarding insurance on our owned buildings, stating that these could have an impact on the income from these buildings. He also asked if there was a business plan in place for the Portway Annexe focusing on loss reduction.
Cllr H Siggs stated that the Council is working to make the Portway Annexe as self-sufficient as possible and that we are looking for sustainability for the building.
C Simons suggested putting a 5–10-year business plan in place for the Portway Annexe.
A discussion took place regarding the factors that should be included in a forward plan.

**26/68/E LANDLORD UPDATES**

The Estates Manager provided an update on the following:

| Tenant | Location | Next Break Clause | Lease end date |
|---|---|---|---|
| Il Postino | Old Post Office, Market Hall, Market Place<br>*The Estates Manager and Town Clerk met with the owner to address queries related to the licence.* | 20/11/2030 | 19/11/2035 |
| The Crown | 8-10 Market Place<br>*NSL Energy has been appointed to deliver the EPC. Inspection date is being discussed.* | N/A | 23/06/2036 |

| | | | |
|---|---|---|---|
| The Crown | Market Place | N/A | 28/09/2053 |
| Roderick Thomas | Old Post Office, 1 Priory Road<br>*Letter provided to offer subletting of the 2nd floor.* | 06/07/2029 | 06/07/2033 |
| Ask | Market Hall, Market Place<br>*Inspection complete. No compliance issues. Representative due to discuss lease extension.* | N/A | 29/09/2028 |
| Wells Film Centre | Princes Road<br>*Deadline for formal new tenancy is in place.* | TBC | TBC |
| Mr E Philips | Portway Annexe<br>*No update*. | 3 months' notice | 11/02/2027 |
| Wells City Band | Portway Annexe<br>*No update.* | 3 months' notice | 10/03/2030 |
| Wells Bowls Club | (WRGT) Wells Recreation Ground<br>*No update.* | TBC | 2035 |

Cllr S Cursley asked for clarification on the lease covering The Crown, which the Estates Manager provided.
A discussion took place regarding who should be responsible for liability insurance covering The Crown.

In regards to Wells Film Centre, the Town Clerk stated that the Councill will not be at risk with the formal new tenancy, as the lease transferred provides legal due diligence. The Town Clerk and the Estates Manager are working to draw a conclusion to discussions regarding to the lease, as the Council needs assurance that the lease is in place.
A discussion took place regarding the continued tenancy of Wells Film Centre.

**26/69/E TENANCY UPDATES**

The Estates Manager advised there were no updates to the following:

| **Location** | **Operational use** | **Next Break Clause** | **Lease end date** |
|---|---|---|---|
| Underwood Business Park<br>Wookey Hole Road, BA5 1AF | Open Spaces storage and maintenance | N/A | 02/05/2028 |
| Peak Builders Merchants Ltd - Coal Yard | Open Spaces storage | One months' notice | n/a |
| Underwood Car and Commercial | Open Spaces additional parking | tbc | n/a |

**26/70/E FUTURE AND FORWARD PLAN DISCUSSION**
Cllr H Siggs called for items to be raised for budgeting discussions

Cllr G Robbins suggested bringing the food fridge back into considerations, and suggested placing it within one of the Council's buildings, as it seems to be something the community wants.
The Town Clerk stated that this can be explored.

The Estates Manager added that the Planned Preventative Maintenance (PPM) includes some projects. There are funding requests built into the PPM to refurbish and provide public facilities. The Estates Manager also raised an Energy Environment Policy, working with EPC requirements to ensure buildings meet grade C by the end of 2028, which an associated policy would help to action, and a review of the Town Hall car parking, with the possibility of allowing access to the Town Hall car park from South Street by removing the car park's back wall, helping to reduce traffic moving through High Street and Market Place.

Cllr L Agabani asked about previous discussions of revamping the reception area, which the Town Clerk replied is being kept in mind.

Cllr H Siggs raised a few points for consideration, including making our building DOA compliant, installing underground heat pump system in the Bishop's Barn, and maximising the use of our available rooms. Cllr H Siggs also raised the suggestion of customising rooms to fit the needs of long-term bookings.
A discussion took place regarding the considerations around altering our buildings.

The Somerset Cllr for Wells and MP for Wells and Mendip Hills raised concerns regarding the parking on the high street, stating that paving slabs were being damaged by delivery vehicles parking, and suggested investing in bollards for the high street.
The Town Clerk confirmed this was already an item on the Outside Spaces agenda, with the potential of using Wells in Bloom planters to serve this purpose, and that this would need to be taken to Finance to determine if we have the budget for these measures.
Cllr H Siggs raised concerns regarding partially sighted pedestrians finding it more difficult to navigate cluttered streets.
The Town Clerk confirmed that a letter has been drafted to be sent to local businesses to address rubbish, A boards, and public paving licenses causing clutter on public footpaths.
Cllr H Siggs suggested that the Somerset Council could use the legislation making parking on pavements a traffic offense.
Cllr G Robbins responded that part of the issue was the parking causing this damage was happening outside of enforcement hours, usually overnight.

**26/71/E PLANNED PREVENTATIVE MAINTENANCE**

The Estates Manager presented the report to the Council.
A discussion was held regarding the budget for the Planned Preventative Maintenance (PPM).

**26/72/E FORWARD PLAN**

The Town Clerk advised there were no detail on the forward plan, the committee were asked to advise of any additions. None were requested.

| Topic | Month |
|---|---|
| | |

**26/73/E ANY MATTERS OF URGENT REPORT**

The Town Clerk stated that Wells City Council has received the small market award from NABMA.
Cllr H Siggs thanked all involved.

**26/74/E DATE OF NEXT MEETING: 3rd December 2026, 7pm, Wells Town Hall**

**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 items can be discussed.

**The Vice-Chair asked for a vote to be taken to move to closed session to discuss 26/59/E Public Toilet Confidential Report. Members of the public left the meeting at this point.**

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

**WELLS CITY COUNCIL**

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD ON THURSDAY 8TH OCTOBER 2026 AT 7PM IN WELLS TOWN HALL**

**COMMITTEE MEMBERS PRESENT:** Cllrs: L Agabani, T Butt Philip, S Cursley, S Eden, G Folkard (Chair), S Powell, H Siggs

**IN ATTENDANCE:**
Town Clerk: H Wilkins
RFO: C Woodland
WCC Staff: S Glendinning
Mayor of Wells: Cllr D Denis
Somerset Cllr for Wells and MP for Wells and Mendip Hills: T Munt
3 members of the public

**26/110/F APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
Cllrs: I Von Mensenkampff

**26/111/F DECLARATIONS OF INTEREST**
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

The Mayor declared an interest in 26/115/F as she has the YMCA as one of her chosen charities for her mayoral year.

**26/112/F MINUTES FROM THE FINANCE MEETING HELD ON 10th SEPTEMBER 2026**
The RFO advised one amendment had been made to 26/96/F when discussing the grant for Wells Environment Network (WEN), there were two councillors who had abstained from voting.

The minutes for the previous meeting were signed as a true record by the Chair.

**26/113/F ACTIONS FROM THE FINANCE MEETING HELD ON 10th SEPTEMBER 2026**
Open actions not on the agenda are listed below:

| Date Raised | Description of Action |
|---|---|
| May 2026 | Explore graphical reports to aid understanding of information, for both cashbook, forecasting.<br><br>*This was referenced later in the meeting.* |
| July 2026 | **Consideration for future growth and savings**<br>Following verbal request from Chair of Committee for any known/expected in year growths or savings to inform forecasting.<br><br>*This was referenced later in the meeting.* |

| | |
|---|---|
| September 2026 | The Town Clerk to provide verbal update regarding Market VAT and HMRC.<br><br>*The Town Clerk has sought further advice. Renting the pitch is not subject to VAT, VAT paid on running costs becomes exempt input VAT and is not automatically recoverable. It must go through the deminimist test (the partial exemption test) which involves the limit for exempt input VAT being £625 pm on average or 5% of the authorities total input VAT. The RFO is seeking further advice from HMRC as we are on the threshold of this amount.* |
| September 2026 | RFO to provide clarity of expenditure within noted title for line 2070 within 31st July 2026 Accounts.<br><br>*Cllr Siggs had asked for clarification under 26/97/F where a payment of £2,000 for First 4 repairs had been made. The RFO explained this related to emergency lighting at the Outside Spaces unit.* |

Cllr Powell asked for an update on the Valentine's coffee in the Recreation Ground. The Town Clerk advised she would share a copy of the lease agreement and that a tender document had been prepared.

**26/114/F MEETING OPEN TO THE PUBLIC**

Mr Chris Simons stated that he was pleased to see the draft budget prepared this early in the financial cycle. He raised a concern over the continual loss incurred in the running of the Portway Annexe and stressed that the council should implement changes.

Cllr Agabani responded and explained the Estates committee had asked the Town Clerk to prepare a paper on the cost analysis of keeping or selling the Annexe. The Town Clerk confirmed the paper was being prepared for the next Estates meeting and offered to bring it to the next Finance meeting also. This was agreed.

Cllr Siggs stated that to refer to the building as making a loss was misleading. The building provides a number of ambitions that the Council set when taking on the building. But he agreed the council need to agree what level of loss is acceptable, how much are we prepared to subsidise.

**26/115/F PRESENTATION FROM MENDIP YMCA YOUTH PROVISION**

A presentation was provided by the Marketing Director of Operations and the Youth & Community Lead in Wells.

They have 60 young people registered here in Wells for the Youth Club (mainly aged 10 – 19 years) with on average around 20 that attend each session. They meet in Elim Church for two hours on a Monday evening during school term time. Activities are planned such as craft, cooking, first aid with an underlining learning message. They have good connections with the Bishop's Palace and Somerset Film. The young people are often from vulnerable backgrounds and the group provides a safe place, place of belonging, sense of community for them.

Cllr Agabani stated the council funding provided for 60 children would equate to £250 per child. Is that value for money? The YMCA advised they have not been provided any funding from Somerset Council and asked the question, what was the cost to the young people of not doing a youth club.

Cllr Powell stated that there was £3,000 of our donation shown in their accounts for management fees. She did not believe that the funds were there to cover this. This was discussed and felt to be necessary to obtain qualified helpers.

Cllr Butt Philip asked what sort of learning messages were included. Examples were given, such as first aid, mental well-being, the environment/climate change. The current venue capacity is up to 30 young people. Most of those attending live in Wells with a few coming from Coxley, South Horrington. Cllr Butt Philip suggested that conversations may need to take place with neighbouring parish councils. He asked does the council fund the youth club or do they provide a youth club on the council's behalf? It was felt they provide a club on our behalf.

Cllr Agabani suggested there may be an opportunity for Corporate Sponsorship. The Town Clerk agreed to explore through the sponsorship policy.

Cllr Butt Philip asked if the service could be expanded. They felt the need was there to expand, maybe splitting into different age groups to provide more age appropriate learning.

Cllr Siggs asked how dependant they were on the current location. They have limited storage but they felt the Elim Centre worked well.

Cllr Agabani asked if they pay rent at the Elim Centre. They did not know and would follow this up with the Town Clerk.

**26/116/F FINANCE REPORTING AND VARIANCES FOR WELLS CITY COUNCIL**

The RFO presented the report for September and answered questions from the committee.

Shown within income the allotment annual rent is due and is now being received. WIB sponsorship has also been requested and is being received. There is one car park space at the annexe that has been cancelled and the

rent refunded, as it is paid up front for the year. This space will shortly be re-let.

The RFO pointed out some areas of expenditure. There had been some tree maintenance around the Almshouses, The Town Hall had some work carried out on lintels/rendering. Some tree management software has been purchased for the Outside Spaces Team and training for park inspections has also been provided. A payment has been made for closing the road during the two day Christmas market.

The Chair asked whether we were up to date with account reconciliation sign off. Cllr Agabani has been signing and the Town Clerk confirmed there was a process now in place for a weekly sign off on accounts.

Cllr Agabani asked why the insurance amount was higher than normal. The Town Clerk advised a thorough review had been undertaken and some shortfalls had been identified and now corrected, resulting in extra insurance having been put in place. Next years budget has been adjusted accordingly.

The RFO explained electricity costs had been higher over the summer due to the heat and the need to run fans for the staff, again this has been factored in the budget going forward.

The outstanding rent from the Film Centre has now been paid.

The Market Hall (Ask) rent needs to be reviewed as they are still operating on a COVID agreement. The RFO advised that the Estates Manager has this in hand. The Chair asked if this was relevant for any other of the council properties. The RFO will report back. It was agreed to action this as a priority and for clarity of current agreements to be provided by email.

Cllr Siggs asked if discussions had been concluded with Somerset Council on the repair of Union Street toilets. The Town Clerk advised this had still not been finalised. It was requested for MP Munt and Cllr Butt Philip (Somerset Cllrs) to follow up as a matter of urgency.

Cllr Siggs queried why WIB sponsorship income was lower. The Town Clerk advised they were looking at larger sponsorships through business, as part of the sponsorship policy. The Mayor suggested advertising to the wider public to obtain new sponsorship. Cllr Butt Philip asked how much income had been received last year through WIB sponsorship. It was agreed for the RFO to provide this information.

The Town Clerk advised any training requests will be reported through the Staffing & Personnel committee going forward.

The RFO presented her staff costs report which included the annual pay increase back dated to April.

The RFO had produced a report detailing under/overspend. It was agreed for these reports to be emailed. Income currently exceeds expenditure by £35k.

**26/117/F FINANCE REPORTING AND VARIANCES FOR WELLS RECREATION GROUND TRUST**

The RFO presented the report for September.

Items of expenditure were for renovating the bandstand, tree maintenance around Park Cottage, materials for the new table tennis table.

Cllr Butt Philip asked what income is received from the WRGT fund. The RFO advised it was paid monthly, other investment accounts were being looked at which would provide a better yield. Delegation is in place for the RFO and Chair to action this as a matter of urgency.

**26/118/F FEES AND CHARGES**

The RFO explained this was brought to Finance in the previous month and this month's report was to clarify costs on market pitch fees and storage fees.

The Market Pitch fees were questioned.
Cllr Agabani requested the Saturday fee be increased to £39.60 to justify extra demand with Wednesday at £34.20. Cllr Siggs thought this may be an issue outside of the busy summer months. Cllr Butt Philip suggested further discussion was needed. The RFO agreed to provide further clarity and for the paper to presented at the next meeting.

The storage fee cost report was presented by the RFO. It was proposed to charge £2.50 per m2 with a minimum charge of £130. Cllr Butt Philip agreed with the principal of charging for storage but felt this recommendation was not appropriate. He suggested looking at what is paid in rent for individuals, compared to the suggested storage cost. Some listed as a business are not i.e. CAB/Hilliards. Cllr Agabani asked if our insurance provision covered everything in storage. The Town Clerk proposed that officers reviewed and came back with two options: 1) to apportion insurance cover 2) lower storage rates. This was agreed as the way forward.

**26/119/F MULTI YEAR GRANT POLICY**

The RFO presented a report which outlined a proposal to agree a sum for community events and projects for the 2027-28 budget.

Cllr Siggs suggested a budget line of £25k, which was supported by Cllr Butt Philip.

It was agreed to show a separate budget line for youth provision and multi user agreement grants with further refinement being detailed at the next meeting.

**26/120/F 2027-28 DRAFT BUDGET**

The Chair explained that they wouldn't be able to give a full discussion to the first draft of the 2027-28 budget at this meeting and it was suggested that a separate workshop for all councillors be set up. This was agreed.

Cllr Butt Philip suggested that there should be no uplift to the local tax payer and we should challenge to find saving in the budget.

Cllr Siggs did not agree with a zero budget, he pointed out that there was no head room for subsidising a number of properties or in developing the leisure strategy.

Cllr Powell suggested consideration needs to be given as to how the WRGT is funded.
Cllr Siggs asked for energy costs to be re-looked at in view of the predicted New Year energy increases.

The Chair summarised that a separate meeting would be set up to discuss the budget fully. The second draft would come to Finance in November with the final budget in December for Full Council approval on 17th December. All present were encouraged to put forward, in writing to the Town Clerk, Chair & RFO, any other concerns that they wish to be discussed prior to the proposed budget meeting

**26/121/F STRATEGIC RISK REGISTER Q2 UPDATE**

The Town Clerk provided an update on the strategic risk register.

There were no new risks.

One increased risk.
WCC016 – audit qualifications to be discussed in 26/122/F

Reduced risks as follows:
WCC002 – emergency extreme weather, policy now in place
WCC012 – business continuity, process now in place
WCC013 – data and cyber risk, procedures with Flotek in place
WCC029 – landlord lack of inspections, now in place
WCC040 – financial cashflow, we now have increased reserve
WCC041 – partnership dependency around the welcome hub
WCC043 – tenant fire risk, now compliant

There are two closed risks:
WCC011 - Staffing cross-skilling completed
WCC027 - First Aid Training completed

**26/122/F EXTERNAL AUDIT UPDATE 2025-26**

The RFO has received the auditor's report and opinion, and is challenging their response. The committee will be kept informed.

**26/123/F FORWARD PLAN**

| Topic | Month |
|---|---|
| RFO Budget Report and Variances | RFO Budget Report and Variances |
| Budget – Final Draft | November 2026 |
| Budget – Sign off | December 2026 |

**26/124/F ANY MATTERS OF URGENT REPORT**

There were no matters of urgent report.

**26/125/F DATE OF NEXT MEETING: Thursday 12th November 2026, 7pm, Wells Town Hall**

**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 report.

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

**Date:** ……..……

**WELLS CITY COUNCIL**

**MINUTES OF THE MEETING OF THE PLANNING ADVISORY COMMITTEE HELD UNDER DELEGATED AUTHORITY ON 5TH OCTOBER 2026 AT 9.30AM AT WELLS TOWN HALL**

**MEMBERS PRESENT:** Cllrs: L Agabani, D Orrett, S Powell (Chair)

**IN ATTENDANCE:** Town Clerk: H Wilkins

**26/100/P DECLARATIONS OF INTEREST**

Cllr D Orrett declared an interest in application 2026/1818/HSE

**26/101/P PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION**

All planning applications can be viewed in detail on https://www.somerset.gov.uk/planning-buildings-and-land/ Members of the Public are welcome to express their views at the Parish Council Planning Advisory Committee as well as direct to Somerset Council. Click on planning application reference numbers to link to Somerset website for further details or comments.

**1** 2026/1685/FUL
Conversion of existing curtilage listed Coach House to form 2no. bedroom dwelling.
Location: The Old Vicarage St Thomas Street Wells Somerset BA5 2UZ
Recommendation: Support
Material consideration: Adequate parking and standard of construction. Provision of plan for the location of bin stores

**2** 2026/1684/LBC
Conversion and minor alteration to include replacement windows and doors of an existing Coach House to form a 2no. bedroom dwelling
Location: Old Vicarage Cottage, St Thomas Street Wells Somerset BA5 2UZ
Recommendation: Support

**3** 2026/1768/VRC
Variation/Removal of condition 14 (Opening Hours) on planning consent 2013/2124/REM (Variation of conditions 12,14 and 15 of permission 2011/0624 to amend operational hours)
Location: 6 Bath Road Wells, Somerset BA5 3LF
Recommendation: Object

**4** 2026/1767/HSE
Erection of a single-storey summer house within the front garden of the existing dwelling, for use as ancillary accommodation for purposes incidental to the enjoyment of the dwelling.
Location: Jabelama 12A Ash Lane Wells Somerset BA5 2LU
Recommendation: Support

**5** 2026/1818/HSE
Erection of detached outbuilding
Location: 59 Ash Lane Wells Somerset BA5 2LW
Recommendation: Support

**6** 2026/1841/HSE
Application to renew existing planning approval (2023/1896/HSE) to replace existing garage with new garage including home office/studio.
Location: 117 Portway Wells Somerset BA5 2BR
Recommendation: Support

**7** 2026/1839/HSE
Proposed demolition of side porch and erection of side extension and formation of parking space.
Location: 52 Jocelyn Drive Wells Somerset BA5 2ER
Recommendation: Support

**8** 2026/1843/LBC
Listed building consent application for the repair of chimney stack, side window and roof tiles to 5 St John Street.
Location: 5 St John Street Wells Somerset BA5 1SW
Recommendation: Support

**26/102/P NOTIFICATION ONLY**

2026/1838/CLP
Certificate of lawfulness of proposed single-storey nursery block, outdoor play area enclosed by picket fencing and re-provision of cycle store, enclosed bin store, buggy parking and level access arrangements.
Location: Stoberry Park Infants School North Road Wells Somerset BA5 2TJ

**26/103/P APPEALS**

**1** 026/0227/FUL - Appeal reference 6015778
Demolition of existing skittle alley and construction of pool house and ancillary accommodation (updated plan received)
Appeal Location: Sherston House Priory Road Wells Somerset BA5 1SU

**26/104/P PAVEMENT LICENCES**

**1** **Application for a pavement licence - Stage 1 SC874761513 RENEWAL** (attached)
The closing date for any objections made against the application is *01/10/2026.*
The reasons for the objection must be detailed, made in writing or by email and received no later than 23:59 hours on that day.
The grounds that we will consider in making a decision on the application are set out in section 3 of the Act:
https://www.legislation.gov.uk/ukpga/2020/16/contents/enacted
Location: Costa coffee, 16 HIGH STREET, WELLS, BA5 2SG

**26/105/P TREES**

**1** 026/1762/TPO - NOTIFICATION ONLY
T1, T2 (M1021 Group) Upper Canopy Reduction
Location: East Vicarage St Thomas Street Wells Somerset BA5 2UZ

**2** 2026/1828/TCA
T1 - Common Hazel - Crown Reduction

Location: Fig Tree Cottage 38 North Road Wells Somerset BA5 2TL

**26/106/P** **ANY OTHER MATTERS OF URGENT REPORT**
None received.

**26/107/P** **DATE OF NEXT MEETING: Thursday 22nd October 2026, 7pm**

**Minutes Signed by the Chair ……Date ……..……..**

**Item 13**

Wells City Council

| | |
|---|---|
| **Author** | Haylee Wilkins |
| **Presented By (if different)** | Claire Woodland |
| **Subject** | Public Space Protection Order Consultation |
| **Date of report** | 12.10.2026 |
| **For consideration at** | Full City Council |
| **Date of consideration** | 22nd October 2026 |

**Background:**

There is some history associated with the Public Space Protection Order (PSPO) for dog walking and waste within the County.

The current Public Space Protection Order (East Area) No. 1 of 2025, was approved by Somerset Council's Executive on 12 May 2025. The decision specifically authorised three restrictions:

1. Dog fouling: Requiring people in charge of dogs to remove dog faeces.
2. Dog exclusion: Prohibiting dogs from specified enclosed children's play areas.
3. Dogs on leads by direction: Requiring a dog to be put on a lead when instructed by an authorised officer.

In addition to this, there is work taking place at Somerset Council to consolidate all processes following the devolution from District to County council and as part of this process there is current consultation taking place regarding any additional requirements at a local level that should be considered before new PSPO orders are put in place across Somerset.

The consultation is due to complete on 23rd October and will see a PSPO in place for several years. Within this in mind, it is a key time for Wells City Council to inform the legalities for its local area and seek to resolve any ambiguity, if we so wish.

The PSPO currently in place for this area of Somerset references that it is an enforceable offence for dog fouling and dogs can be requested to be placed on leads, but it does not extend to dogs having to be on leads in any location.

At present, should an offence be witness covering either of the above instances, a report should be made to Somerset Council and enforcement will consider the viability of action and associated next steps.

Given that the City Council has received public requests for consideration of dogs on leads, due to the nature of a space, or surrounding activity such as play provision, it could be considered to add

the following specific entities for Wells, and specifically seek to reference them as locations where dogs must remain on leads:

1. All MUGA locations, in addition to those already identified as play areas.
2. Cathedral Green

**Options For Consideration**

1. Do nothing – The Council could proceed to utilise and publicise the current PSPO and any future endorsed Somerset PSPO, which would like centre on dog fouling and dogs on leads only. The City Council could proactively communicate the terms of the current order and look to have a clear reporting mechanism to Somerset Enforcement with supporting officer engagement between the two Councils for targeted enforcement as and when required.

| Pros | Cons |
|---|---|
| Greater partnership working between Wells City Council and Somerset Council | Community feedback from residents may be considered unheard. |
| No immediate change of conditions for the space and therefore no negative impacts associated with any demographic within the city, or users of the spaces. | Potential risk in MUGAs associated with ball game provisions and the wider play strategy |
| Contributes to the City Councils current Communications campaigns and changes to reporting processes and clarity of services. | |

2. Seek at add locations to PSPO for dogs on leads – specifically look to request the addition of the noted spaces of Cathedral Green and MUGA locations throughout the city and complete associated comms campaigns t support the change locally.

| Pros | Cons |
|---|---|
| Community feedback which is being received regularly, can be considered actioned by the City Council. | In these noted locations it is specifically difficult to reference justification as referenced in Appendix A items 12 and 13 of the application. Engagement from the public has mostly been associated with Cathedral Green, but from one or two sources, and no wider community consultation has been completed to justify the change and aid in the communication of the City Councils decisions and reasoning. |

| | |
|---|---|
| Supports the wider evolving Play Strategy for the increased provision of sports and play within MUGA areas | |

If in agreement the Council is required to submit Appendix A for consideration of Somerset Council. This has been drafted for expedience as the document is required to be submitted the day following council decision, however, it can be updated accordingly following the meeting if amendment is required.

Appendix B references Frequently Asked Questions (FAQ) to support the overall process.

Following the completion of the Somerset consultation, and outcomes and the application of the PSPO, signage is expected to be updated across the County, to replace that of out dated articles referencing previous district councils.

**Recommendations**

Council is recommended to:

1. Note the current PSPO application to the city.
2. Agree to proceed with either option 1 or option 2.
3. If option 2, agree the submission of Appendix A, to Somerset Council to the noted consultation before 23rd October 2026.

**Appendices:**

- Appendix A: Evidence Template for restriction request
- Appendix B: Dog Control PSOPs FAQ

# Agenda Item 13 Appendix A

## Evidence template for a proposed dog-control restriction

Please complete all relevant fields and attach the evidence relied upon. If a field is not applicable, explain why. A request cannot be assessed solely on general concern, local preference or consultation support.

| Evidence requirement | Information to be provided by the requesting council or organisation |
|---|---|
| **1. Requesting body and contact** | Wells City Council<br><br>Haylee Wilkins, Town Clerk, townclerk@wells.gov.uk 01749 673091<br><br>**Date submitted:** 23.10.2026 |
| **2. Restriction requested** | **State the exact restriction sought:** dog fouling and dogs on leads at all times<br><br>**Proposed days, times, seasons and duration:** 365 days per year |
| **3. Site and boundary** | **Site name, address or location:**<br><br>MUGA Areas as listed below:<br><br>• Tor Hill Lane<br>• Bignal Rand Play provision<br>• Hawkers Lane Play provision<br>• Recreation Ground<br><br>Cathedral Green<br><br>**Landowner or managing body:**<br><br>In all instances the owner/managing body is Wells City Council<br><br>**Current uses and main user groups:**<br><br>MUGAs - Wide mix of users, ranging from 0-99 years of age for all elements of sports, recreation and play.<br><br>Cathedral Green - Wide mix of users, ranging from 0-99 years of age for all elements of recreation and relaxation as well as Tourist provision linked to the Cathedral.<br><br>**Attach a plan clearly marking the proposed boundary, entrances and any areas to be excluded.**<br><br>Please see the attached schedule and plans |
| **4. Behaviour to be addressed** | **Describe the specific dog related activity causing concern, including where, when and how often it occurs.**<br><br>**Explain who is affected and how.** |

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| | Of the sites within the attached schedule, the City Council continues to receive concerns from local residents and users of the spaces associated with the subtility of dogs off of leads, and safety to other users of the space. In the locations listed, they are utilised by a broad range and demographic of our city and therefore the requests are to ensure usability and safety for all.<br><br>Specifically with regards to dogs off of leads, the city is surrounded by green open space, that should off lead dog walking be sought, there is considered to be amble opportunity. |
| **5. Incident evidence** | **Provide a dated incident schedule showing location, behaviour, impact, source and any reference number.**<br><br>**Attach complaints, witness accounts, officer records, police or council reports, photographs, video, survey results or other verifiable evidence.**<br><br>Complaints made have been verbal and written complaints to the council. Evidence of which can be provided if required. |
| **6. Detrimental effect on quality of life** | **Explain the actual or likely effect on the quality of life of people in the locality, including use and enjoyment of the space, safety, access, organised activities or site management.**<br><br>It is expected that in all of the locations listed, that there will be increased comfort to users of the space. In some areas, reduced risk due to loose dogs within spaces where our older residents may also frequent, and equally that of our younger users in areas such as MUGAs. |
| **7. Persistence or likely continuation** | **Explain how the evidence demonstrates that the activity is persistent or continuing, or why it is likely to occur or continue. Evidence period covered:**<br><br>Daily evidence is provided by residents for Cathedral Green, MUGA spaces where dogs are off of leads and this has been reported to Somerset council over the last 2-3 years. |
| **8. Why the behaviour is unreasonable** | **Explain why the behaviour and its impact go beyond occasional inconvenience or an isolated incident.**<br><br>Within MUGAs as an extension to Play provision, which is fenced off, these spaces often encompass use of a ball and are utilised by young children. Dogs loose in these areas are considered to pose potential for risk.<br><br>Within Cathedral Green, the space is used by a broad range of the City's demographic, often those who are older, disabled, infirm or that have mobility restrictions. Loose dogs within this location presents additional risk. |
| **9. Measures already attempted** | **List any signage, education, engagement, site changes, warnings, patrols or other measures used, with dates and outcomes.**<br><br>**Explain why these measures have not resolved, or are unlikely to resolve the evidenced problem.** |

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| | **The locations already have signage (which is out of date) which references dogs being on leads, but no impact is seen as a result of this measure.**<br><br>Reports are made too Somerset Council and action taken, with some notices issued, but to have a wider PSPO that the City Council can utilise to educate its residents and visitors of these sites specifically, is expected to see a reduction in the issue. |
| **10. Necessity and proportionality** | **Explain why the proposed restriction is justified and directly related to the evidenced behaviour.**<br><br>**Consider whether a smaller area, particular times, seasonal control or a less restrictive option would be sufficient.**<br><br>**Describe the likely effect on responsible dog owners and other lawful users.**<br><br>MUGAs - The areas highlighted are directly linked to the extended play provision within the City and in line with the City Councils planned play strategy to widen the scope and delivery of provision within these spaces.<br><br>Cathedral Green – The space is used heavily throughout the year, and therefore a limitation for times/dates/seasons is not considered to be relevant. The space is within the centre of the city and prominent as it sits directly in front a heavily attended attraction. |
| **11. Additional justification for dogs on leads at all times** | **Identify the recurring off lead behaviour and the detrimental and unreasonable impact it causes or is likely to cause.**<br><br>**Explain why dogs on leads by direction, targeted enforcement or another less restrictive measure would be insufficient.**<br><br>**Justify the proposed boundary and operating times. General concern, high footfall or local preference is not sufficient without supporting evidence.** |
| **12. Relevant views and consultation** | **Summarise the views of residents, landowners, site managers, user groups, the police, animal welfare or access interests and other affected parties.**<br><br>**Attach supporting correspondence or survey results. Expressions of support do not replace evidence that the statutory tests are met.**<br><br>Whilst consultation has not been completed locally regarding this proposal, there is evidence from local residents (emails can be provided), to seek resolution to “loose” dogs specifically within the area of Cathedral Green. The volume of use and continuation through the day would require significant enforcement response to administer. |

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| **13. Equality, access, welfare and exemptions** | **Identify any likely effects on people with protected characteristics, assistance dog users, access rights, animal welfare and other legitimate use of the land.**<br><br>**State any proposed exemptions and why they are appropriate.**<br><br>There are no proposed exemptions. All spaces referenced have pathway infrastructure which would not restrict use for any protected characteristics or otherwise to continue to utilise the space |
| **14. Enforceability and resources** | **Explain how the boundary and restriction can be clearly communicated and signed. Identify any practical enforcement issues.**<br><br>Each space is clearly defined and either fenced or walled, with gateway or clear access points for relevant signage. In all instances, signage is already in place for the current provisions and therefore would be required to be updated. |
| **15. Supporting documents checklist** | **Attach, where relevant: site plan; incident schedule; complaints; witness accounts; police or council references; photographs or video; inspection records; survey results; details of previous measures; stakeholder correspondence; and any other evidence relied upon.** |
| **16. Declaration** | **I confirm that the information provided is accurate to the best of my knowledge and that the attached material may be used by Somerset Council to assess this request and inform statutory consultation.**<br><br>**Name and role:** Haylee Wilkins – Town Clerk<br><br>**Signature:**<br><br>**Date:**23.10.2026 |

# Somerset Council Dog Control PSPOs

## Consolidation and Consultation 2026

## FAQs – Members & Parishes version

### 1. What is Somerset Council doing regarding Dog Control PSPOs?

Somerset Council plans to:

- Consolidate all existing dog control Public Spaces Protection Orders (PSPOs) across Somerset.
- Introduce a new dog control PSPO in the Taunton Deane area.
- Ask Members and Parishes to review existing PSPOs in their areas before
- the official consultation launches.

### 2. Why are changes to PSPOs needed?

To improve the process and outcomes.

Different areas of the county currently have separate dog control PSPOs, each requiring review every three years. This creates:

- Administrative burdens
- Inconsistent enforcement
- Public confusion
- Reduced effectiveness in addressing dog-related antisocial behaviour

### 3. What law allows the Council to enforce Dog Control PSPOs?

PSPOs are legal tools available under the **Anti-social Behaviour, Crime and Policing Act 2014** to tackle behaviours harmful to community quality of life.

**4. What will the new proposed PSPOs include?**

Somerset Council intends to replace the patchwork of existing orders with **two comprehensive PSPOs**: 1. **Dog fouling & dogs-on-lead by direction:**

- Offence not to pick up dog faeces anywhere the public has free access
- Authorised officers may instruct a dog to be put on a lead if needed for safety or nuisance concerns

2. **Dog exclusion zones & mandatory lead areas:**
    - Dogs excluded from enclosed play areas, ornamental gardens, cemeteries, burial grounds
    - Dogs must be on leads at all times in high-footfall places such as Vivary Park, Taunton

**5. What is the purpose of consolidating the PSPOs?**

Consolidation will:

- Improve consistency
- Simplify public understanding
- Reduce administrative reviews
- Enable better joint working with Members, parishes, communities, police and stakeholders

**6. What do Members and Parishes need to do now?**

You're asked to:

- Review existing **dog control** PSPO details (not other types of PSPOs)
- Suggest any potential inclusions, such as new burial grounds or play spaces that meet the criteria i.e. enclosed by a continuous fence (barrier) and for children under 5 years
- Inform us of play spaces that are no longer relevant
- Provide any additional relevant information

**7. When does this pre-consultation with Members and Parishes end?**

Friday 20 March 2026.

## 8. How do we request additional areas to be considered within the PSPO?

Before an additional area or dog-control restriction can be proposed for inclusion in a Public Spaces Protection Order (PSPO), Somerset Council must be satisfied on reasonable grounds that the statutory tests in the **Anti-social Behaviour, Crime and Policing Act 2014** are met. Requests may relate to dog fouling, dogs on leads by direction, dogs on leads at all times, dog exclusion areas, or another clearly defined requirement that is lawful, necessary and enforceable. The statutory guidance requires each proposal to be appropriately targeted and supported by evidence of the local problem, its impact and why the particular restriction is justified.

The Council must have evidence that the activities carried on, or likely to be carried on, in the public place:

- have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- are, or are likely to be, persistent or continuing in nature;
- are, or are likely to be, unreasonable; and
- justify the restriction being proposed.

A request should identify the precise area, the specific restriction sought and the behaviour it is intended to address. The evidence must be relevant to that restriction, sufficiently specific, current and capable of verification. Relevant evidence may include:

- **The restriction requested and intended outcome:** specify whether the request is for dog fouling controls, dogs on leads by direction, dogs on leads at all times, dog exclusion, or another defined dog control requirement and explain what the restriction is intended to achieve.
- **A clear site description and plan:** provide the site name, ownership or management responsibility, boundaries, access points, current uses and the days, times or seasons when the proposed restriction would apply.
- **A documented incident history:** supply dated complaints, reports or logs showing the type, frequency, duration and exact location of the behaviour, together with any identifiable pattern. The evidence should relate directly to the restriction requested.
- **Evidence of impact on the locality:** provide witness accounts or records showing how the behaviour has adversely affected people's use or enjoyment of the space, safety, organised activities, site management or the quality of life of those in the locality, including any particular impact on vulnerable users.
- **Incident and enforcement records:** include police or council reference numbers, reports of dog on person or dog on dog incidents, fouling

reports, near misses, previous warnings, officer observations and any action or preventative measure already taken.

- **Objective supporting material:** include time and date stamped photographs or video, inspection records, hotspot maps, survey findings or other verifiable material linked to the specified site.
- **Evidence of persistence or likely continuation:** demonstrate repeated or continuing incidents over a meaningful period or provide a sound basis for concluding that the problem is likely to occur or continue. A single isolated incident will not normally be sufficient on its own.
- **Measures already attempted:** explain any signage, education, engagement, site-management changes or warnings and why these measures have not resolved or are unlikely to resolve the evidenced problem.
- **Why the proposal is reasonable and proportionate:** explain why the selected restriction is necessary, whether a smaller area, limited times, seasonal control or a less restrictive measure would be sufficient and the likely effect on responsible dog owners and other lawful users.
- **Additional evidence for mandatory dogs on leads requests:** a town or parish council's preference, a general concern or the fact that an area is well used will not, by itself, justify requiring dogs to be kept on leads at all times. The request should include evidence of recurring off lead dog behaviour causing, or being likely to cause, a detrimental and unreasonable impact; identify when and where it occurs; explain why dogs on leads by direction or another targeted measure would be insufficient; and justify the proposed boundary, duration and times of operation.
- **Local support and relevant views:** provide evidence from residents, user groups, the police, animal-welfare or access interests and other affected stakeholders. Consultation responses and expressions of support are relevant, but do not replace evidence that the statutory tests are met.
- **Practical enforceability:** address clear boundaries, reasonable exemptions and operational considerations relevant to fair, consistent and effective enforcement.

**Note:** Each request will be considered on its own evidence. Somerset Council must be able to demonstrate a rational link between the documented behaviour, its impact and the restriction selected. Any restriction must be necessary, reasonable, proportionate and no wider than required. This is particularly important for mandatory dog on lead proposals because they restrict responsible as well as problematic dog use; unsupported requests cannot be included simply because a town or parish council considers a lead requirement desirable. The evidence will inform, but not replace, statutory

consultation and the Council's consideration of equality, access, animal welfare and other relevant legal duties before any order is made.

**9. So where can we review current dog control PSPOs?**

You will find full details here: https://www.somerset.gov.uk/environment-andfood-safety/public-spaces-protection-orders/

**10. And where do we feedback any comments or suggestions?**

All feedback to be sent to: consultations@somerset.gov.uk

**11. Can changes be added later than the 20 March deadline, for example during the live public consultation?**

No. Any amendments needed to the current dog control listings must be identified and applied before the consultation is published. Once the formal public consultation begins, changes, updates and revisions can no longer be added.

**12. When will the public consultation go live?**

The public consultation is expected to launch sometime during **summer 2026** and will remain open for **six weeks**. Notice of the confirmed date will be given well in advance.

**13. Will maps be available during the consultation?**

Yes. Interactive maps will form part of the consultation. They will show all relevant sites and who is responsible for them. These will be accessible online as part of the consultation materials.

**14. Who can participate in the consultation?**

- Somerset Council Members
- City, town and parish councils
- Residents
- Visitors
- External stakeholders and partners

Everyone will be invited to share their views to ensure the orders reflect local needs.

**15. What support is needed from Members and Parishes when the consultation is launched?**

It's hoped Members and Parishes will help:

- Promote the consultation
- Encourage community participation
- Ensure a wide representation of views

**16. Are there any final points or clarifications Members and Parishes should note?**

- Dog fouling applies everywhere the public has free access — no need to list specific areas.
- New PSPOs will override local bylaws where applicable.
- Enforcement will remain with Somerset Council, not parish/town councils.
- All councils, including those newly consulted, should still review details.
- Queries and feedback can be sent to: consultations@somerset.gov.uk. This is a monitored inbox, and you will receive a response.

**17. Who is responsible for dog restrictions in parks where signage differs Somerset Council vs Town and Parishes?**

Only Somerset Council authorised staff will be able to enforce the PSPO restrictions

**18. Will you need to recruit more enforcement officers if you're going to be doing more PSPO's?**

We have a small team of enforcement officers and that's part of the reason why we're looking to consolidate the current PSPOs. The enforcement of the PSPO will be very much intelligence led. We will respond to good information received detailing dog related issues where it leads to either identification of an owner or the continuation of an issue during a specific day/time where officers can attend and witness the issue.

**19. Will the proposed PSPO supersede any bylaw restrictions or current PSPO restrictions?**

Yes, the purpose of introducing the new dog PSPO is that it will replace any existing PSPO'S currently active in the Somerset Area and replace any existing bylaws. While the PSPO is in effect, the bylaw has no effect for the duration of the PSPO.

**20. How are we currently enforcing dog related issues in the Taunton Dean area?**

We are currently unable to enforce any dog related issues due to never having a PSPO in place in the Taunton Deane area.

**21. What is the timeline for the PSPO consolidation project?**

- **January 2026:** Member and Parish briefings.
- **Jan–20 March 2026:** Pre-consultation review period.
- **Summer 2026:** Public consultation opens for six weeks. Date tbc.
- **Post-consultation:** Results published.

**Item 14**

Wells City Council

| | |
|---|---|
| **Author** | Haylee Wilkins |
| **Presented By (if different)** | Claire Woodland |
| **Subject** | Somerset Rivers Authority Bid |
| **Date of report** | 12.10.2026 |
| **For consideration at** | Full City Council |
| **Date of consideration** | 22nd October 2026 |

**Background:**

As has been previously reported to Committee, the Knapp Hill Catchment Partership has made positive inroads to reducing the flow of water within the catchment, specifically in the areas ot Tor Street and Tor Hill Lane, where historically many properties have flooded in large or flash rain fall events.

Planting and land features have in some areas been implemented and further planned works are agreed for later this year. In addition, continued work with Wells Golf Club has seen the provision of attenuation features and natural flood provision within the course be explored.

The project group are now at the point of submission to the Somerset Rivers Authority for funding of £20,000 to further scope the project and complete the necessary topographical reports and surveys as well as technical drawings to then allow the golf Club to proceed with the project.

Whilst there are financial and technical gains for the Golf Club, a cojoining aim is to slow the down stream impacts by “slowing the flow” and holding water within the course, specifically in high rain fall events and the course can easily accommodate a significant volume which is expected to see a reduced impact to the areas mentioned.

The funding is open to not for profit organisations, and as such, the golf Club would not be able to submit a bid directly, however, the City Council could on behalf of the partnership, especially given the reduction in risk and impact to residents.

The Somerset Rivers Authority has clear objectives for the funding and the proposed bid is considered to meet the objective of “Reduce the risks and impacts of flooding across Somerset”

Equally, the fund can only be used for some works, and it is considered that the proposed bid would meet the requirements with the provision of technical drawings and topographical surveys. I have listed the details below for ease of referenced:

**What CFAF grants can be used for**

- Maintenance or improvement works that meet one or more of our objectives
- Flood risk reduction works that meet one or more of our objectives
- Surveys, permits or permissions that are directly linked to delivery as part of your project
- Projects that can be completed within nine months of the date of the grant being awarded

**What CFAF grants cannot be used for**

- Works costing more than £20,000
- Actions that only benefit a single household, landowner or business
- Feasibility studies or investigation reports
- Community or training events
- Flood recovery support
- Flood emergency equipment

The draft submission can be seen within Appendix . It is anticipated that the City Council with submit the bid on behalf of the partnership, with the city council being the custodian of the funds, with ringfenced budget management and retrospective invoice draw down with associated evidence from the Golf Club.

It is anticipated that the outputs of the funding will then be utilised for the provision of the self-funded course changes within the gold club.

**Recommendations**

Council is recommended to:

1. Note project update from the Knapp Hill Project group
2. Agree to develop draft Somerset Rivers Authority Bid for submission, delegating authority to the Town Clerk to complete and submit.
3. Agree the custodian status of the City Council to the bid process and required ring fencing of any received funds

**Appendices:**

**Item 15**

Wells City Council

| | |
|---|---|
| **Author** | Haylee Wilkins |
| **Presented By (if different)** | Claire Woodland |
| **Subject** | St Cuthbert Out Parish Council Park Wood Engagement |
| **Date of report** | 12.10.2026 |
| **For consideration at** | Full City Council |
| **Date of consideration** | 22nd October 2026 |

**Background:**
Park Wood sits within the parish of St Cuthbert Out (SCO) and boarders Wells City, and is regularly used by all demographics of the two parishes and is formally part of the Church Commissioners estate and managed through Savills.

SCO has seen an increased need for litter picking within the area, as well as increased risk reported through the summer for fires and some anti-social behaviour.

The Parish Clerk, for SCO has drafted correspondence to the land owner to seek understanding as to the management actions in place and future plans, in order to better determine impacts and manage those areas mentioned earlier.

Given the close proximity to the City Council boundary and that many users of this space will be residents of our parish, SCO have offered us to consider their correspondence and are requesting that we endorse and work in partnership to manage any community impacts of this space.

**Recommendations**
Council is recommended to:

1. Note the attached draft engagement letter from St Cuthbert out Parish Council.
2. Endorse support from Wells City Council to pursue understanding and action regarding the land in question.

**Appendices:**
- Appendix A: SCOP Park Woods – letter to Savills

Mrs Lisa Pool, Parish Clerk
St Cuthbert (Out) Parish Council
c/o Wells Town Hall
Market Place
Wells
Somerset BA4 2RB

Ms Poppy Martin
Rural Surveyor & Associate Director
Savills
21 Milsom Street
Bath BA1 1DE

Tuesday 7th October 2026

Dear Poppy

Re: Park Woods, Wells, Somerset

Further to recent communication regarding the plight of Park Woods, please could the parish council request a formal meeting with the landowners, the Church Commissioners, in an attempt to collaborate more effectively on the maintenance and security of both Park Woods both north and south of Bishops Park Way, Wells.

The council understands that installing a litter bin is not the preferred solution from the landowners but both woods are frequently blighted with litter and, this summer, evidence of campfires. The extent of litter poses a threat to visitors young and old, as well as being extremely unsightly and a very unfortunate impression of Wells and the surrounding countryside to any walkers new to the woods.

You may be aware that, in April 2026, St Cuthbert (Out) Parish Council cleared and funded what amounted to nearly 2 van-loads of litter; we appreciate your recognition of this action but ad-hoc activity such as this is not practical. The cost of £436.32 was significant and amounted to 2 van-loads of waste for our contractor; further, waste disposal has increased from £180 to £240 per ton locally. The Council are not prepared to incur these costs again. Were it St Cuthbert (Out) Parish Council land, we would consider more regular litter solutions with our waste collection contracts but it is not.

(cont.)

As the litter situation appears to be on-going, which option would be preferable to your clients?

a) the council send invoices for waste collection to them directly (and would this therefore require a prior agreement regarding frequency), or

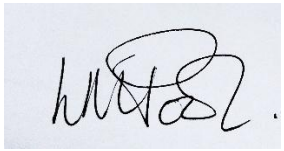
b) your clients provide a mutually-agreed fixed sum per annum as a financial contribution to the parish council, if the council agreed to include waste collection and disposal in the woods in maintenance contracts and could source a contractor to do so?

(Please note, this would not extend to any treatment of Japanese Knotweed.)

To this end, we would very much appreciate a conversation with the landowners or yourselves at Savills as the agents. It would be really positive to have a process in place for next year's Spring that your clients, the Parish Council and our neighbours in Wells City Council supported. We will seek Wells City Council support for this collaboration and have forwarded this letter for their council approval also.

I look forward to hearing from you, Poppy, and working positively to address issues at Park Woods.

Yours sincerely



Lisa Pool

On behalf of St Cuthbert (Out) Parish Council

Approved with amendments by Full Council, 05 October 2026

**Item 17**

Wells City Council

| | |
|---|---|
| **Author** | Haylee Wilkins |
| **Presented By (if different)** | Claire Woodland |
| **Subject** | Strategic risk register Q2 update |
| **Date of report** | 12.10.2026 |
| **For consideration at** | Full City Council |
| **Date of consideration** | 22nd October 2026 |

**Background:**
In line with the agreed risk policy of the City Council, this report and the attached appendices, offers Finance Committee with an update of the Strategic risks of the Council. The report and attached risk register have been presented and endorsed by Finance Committee.

For reference, those of note are:

- There are no new risks noted in this quarter.
- There is one increased risk, WCC016.
- The reduction towards tolerance of risks referenced as, WCC002, WCC012 & WCC013, WCC029, WCC040, WCC041, WCC043.
- The closure of risks referenced as they are now within accepted tolerance and not requiring ongoing review or tracking. WCC011 & WCC027

**Recommendations**
Council is recommended to:

1. Note the end of Q2 Updates provided by the Town Clerk
2. Approve the closure of four risks as noted.

**Appendices:**
- Appendix A: Strategic Risk Register