WELLS CITY COUNCIL

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE OUTSIDE SPACES COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN WELLS TOWN HALL ON THURSDAY 5TH NOVEMBER 2026, 7PM

Haylee Wilkins
Town Clerk

29th October 2026

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

Committee Members:
Cllrs: T Butt Philip, D Denis, J Edmonds, K Kinshaw, T Kolizeras, D Orrett (Chair), S Powell, G Robbins

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 OUTSIDE SPACES COMMITTEE MEETING HELD ON 3RD SEPTEMBER 2026
To be confirmed as a true record and signed by the Chair.

4 ACTIONS FROM THE OUTSIDE SPACES COMMITTEE MEETING HELD ON 3rd SEPTEMBER 2026 Open actions not on the agenda are listed below:

Date Raised	Description of Action
30.04.2026	**26/81/OS** - To provide details of pollinators within the 2027 planting of the city.
03.09.2026	**26/78/OS** - Town Clerk to provide update associated with WIFI connectivity within the City
03.09.2026	**26/87/OS** - Cllr Powell asked the Town Clerk for an update on any works to benches on Moat Walk and associated notification to the Church Commissioners
	26/87/OS – OS Officer to provide confirmation to Cllr Powell of cutting regime for St Cuthberts Church yard

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 REPORT FROM OUTSIDE SPACES MANAGER
To receive written report of action within the period (attached).

7 TO RECEIVE UPDATE FROM THE STRAWBERRY LINE SOCIETY ON ACTIONS DELIVERED AND FUTURE PROPOSALS WITHIN THE CITY
To receive a verbal update from Tony Hathaway regarding the scheme.

8 UPDATE OF CONSIDERATION OF PROPOSED TRAFFIC SCHEME
To receive verbal updates from Town Clerk.

9 POLICE AND CRIME UPDATES
To receive a verbal update from Town Clerk to update regarding Pub watch / Shop Watch Schemes

10 RECREATION GROUND TRUST (WRGT)
Update from working group.

11 CHRISTMAS LIGHT UPDATE
To receive a verbal update from the Town Clerk.

12 KNAPP HILL CATCHMENT UPDATE & BID CONSIDERATION
Verbal update from the Town Clerk associated to the partnership and consideration of the attached draft Somerset Rivers Authority Bid for recommendation to Finance Committee

13 MENDIP HOSPITAL CEMETERY WATER PROVISION
Verbal update the Town Clerk

14 PLAY STRATEGY UPDATE
Verbal update from the Town Clerk

15 MARKETS SURVEY FEEDBACK & NEXT ACTIONS

To receive feedback of Markets Surveys and associated next steps (to follow once survey closes)

16 DOG FOULING AND DOGS ON LEADS PSPO UPDATE

To receive a verbal update from the Town Clerk following PSPO consultation.

17 EVENTS ON COUNCIL LAND POLICY

To receive updated policy from the Outside Spaces Manager and recommend to Full City Council for adoption (attached)

18 FORWARD PLAN

Topic	Month
Police and Crime Updates	Every Month
Traffic Updates	Every Month
Recreation Ground Trust (WRGT)	Every Month

19 ANY MATTERS OF URGENT REPORT

20 DATE OF NEXT MEETING: Thursday 7th January 2026 at 7pm, Wells Town Hall

EXCLUDE THE PRESS AND PUBLIC STATEMENT

Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chair 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. In that instance the following statement is relevant:

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. (Note the agenda item number and name). Where possible, reference the specific paragraph from Schedule 12A:

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.

Financial/business affairs (individuals) - This report contains information relating to the financial or business affairs of an individual and is therefore exempt by virtue of Paragraph 2 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.

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE OUTSIDE SPACES COMMITTEE HELD ON THURSDAY 3RD SEPTEMBER 2026 AT 7:00PM IN WELLS TOWN HALL

PRESENT: Cllrs: D Denis, J Edmonds, K Kinshaw, T Kolizeras, D Orrett (Chair), S Powell, G Robbins

IN ATTENDANCE: Town Clerk: H Wilkins
Outside Spaces Manager: Matt Johnson
WCC Staff: C Hobbs
19 members of the public

26/76/OS APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
Cllr T Butt Philip

26/77/OS DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None received

26/78/OS MEETING OPEN TO THE PUBLIC
Malcolm Burton spoke on the report regarding the 20mph speed limit. He stated that while the report was professional, and that Somerset has good guidelines regarding speed limits, that the 20mph speed limit across Wales was a failure and is now being revised to 30mph. He questioned the number of recorded accidents in proposed areas in Wells and how many accidents will be prevented.
The Town Clerk has offered to provide the accident data for these locations, especially in regard to Ash Lane and Kennion Road where the main concern is the number of near misses that occurred in these locations, especially within close proximity to the school.

Jane Truman asked the trustees of the recreation ground about the plan to divide the recreation ground into four distinct areas and the proposed pathways. She raised concerns that if this plan were to be implemented, there would be little green space left on the recreation ground.
Cllr D Orrett commented that there had recently been a meeting of the Wells Recreation Ground Trust Working Group (WRGT Working Group), and that the next public meeting would be held on 1st October 2026.
The Town Clerk restated that there is a public meeting of the trust on October 1st, 2026 which will include items such as feedback from the WRGT Working Group. The Town Clerk clarified that that the purpose of the Working Group was to look at all options and bring them to the meeting on 1st October 2026, where these will then go to full public consultation.

Paul Truman requested that the trustee of the recreation ground share what the charity commissioners' reaction to the car park proposal was.
The Town Clerk clarified that at this time, the proposal was being discussed within the Working Group, and that any program of work would be supported by full consultation at the correct time. The map being referred to was created to depict the space, to support the Working Group's discussions. Currently there is no decision made as this is the decision of the WRGT. The charity

commission would also need to be consulted on decisions to seek their feedback.

Rosa Kell spoke on the green spaces, sharing that many people use the recreation ground to meet and spend time there and are against the hedge and wall coming down. She is against the car park being extended due to the road being narrow, overused and prone to accidents, and suggested the car parking spaces of shops nearby be used as public parking spaces rather than private parking.

Christine Costello stated that the recreation ground has nothing wrong with it. The trees in the area by the bandstand were used as a shaded area over the summer, the recreation ground is well used and loved. Accessibility in her opinion is perfect even if the bumpy paths need work. The wall being removed is a historic wall within a conservation area within the precincts of the Bishop's Palace.

June Hodgson stated that she'd heard Plane Trees are diseased and wondered what the truth was regarding this.
The Town Clerk clarified that the trees are surveyed regularly which are overseen by The Outside Spaces Officer. If actions are required they will be completed. Updates on trees are provided by the Outside Spaces Manager at the Outside Spaces committee meetings.
The Outside Spaces Manager asked for clarification as to which trees were being referred to. June Hodgson confirmed she was referring to the trees by the houses. He informed the meeting that contractors took out dead wood from these trees last summer.
Cllr D Denis recalled the report from before this work was done, stating that some of the top branches had a virus and the work that was completed will limit and control the spread of the disease.
The Town Clerk clarified there had been no recent survey completed by the Council as they are completed on a rotational basis. The trees are surveyed in 3 to 4 years. The Town Clerk has requested more information on who completed the survey, and will be in contact with June.

Jo Brown agreed with Christine on her opinion on the recreation ground and asked why it wasn't valued as an open green space. She stated the improvements reduce green space and that the addition of furniture and equipment that will be often left unused will leave the green space looking ugly. She asked why the space isn't valued as it is, as it's a treasured asset of the people of Wells.

Liz Pedley and Liz O Sullivan (Campaigners for improvements at the Ash Lane and College Road's A39 junction)
They reported that they have not yet had a meeting with Cllr T Butt Philip and asked for this to be brought to his attention.
They've sent data over to The Town Clerk and met with Tessa Munt who supports their concerns and attended the LCN workers group. The government is promoting active travel but parents are choosing schools based on safe crossing points. They set up a speed camera for a week which wasn't particularly helpful. Police won't set up enforcement as average speeds were about 31mph. They are hopeful that the new Wells Speed-watch team will help in monitoring this junction. Many near misses have been witnessed, and in 2014 there was a fatality. A freedom of information request has been completed

to gain further information. Somerset are due to reline the area and adding signs, though can't provide an assessment report that led to that decision, leading to the feeling that not much difference will be made from this.
Liz O Sullivan has researched data regarding collisions and found a UK road collision map that features a cluster of accidents at the junction in question.
The Town Clerk thanked them both for their data, and mentioned a future proposal of the purchase of our own speed indication devices.

Shirley Garner complained that the weeds around the city were offsetting the beauty of the planters, and asked the council if they object to the weeds being removed for ecological or financial reasons.
Cllr D Orrett stated that some weeds are kept as pollinating plants, and that weed removal does have to be volunteer led as we don't have the resources or pesticide policy.
The Town Clerk stated that Somerset Council are responsible and that Wells City Council do add additional values when possible and when resources allow.
Shirley commented that in regards to some people preserving weeds for ecological reasons, she cannot find evidence that this is the case.

Christopher Horrnidge asked about the progress for the improvement of Wi-Fi connectivity in Wells.
The Town Clerk confirmed that we have been reaching out to telecommunications companies regarding this, and that update is due to be provided to the next Full Council meeting.

26/79/OS APPOINTMENT OF VICE-CHAIR

Cllr J Edmonds was put forward for nomination by Cllr D Denis, seconded by Cllr D Orrett. The vote was unanimous.

26/80/OS MINUTES FROM THE OUTSIDE SPACES COMMITTEE MEETING HELD ON
4th JUNE 2026

The minutes were agreed as a true record and signed by the Chair.

26/81/OS ACTIONS FROM THE OUTSIDE SPACES COMMITTEE MEETING HELD ON 4TH JUNE 2026

Date Raised	Description of Action
30.04.2026	Confirm the placement of the table tennis table within the recreation ground
30.04.2026	To provide details of pollinators within the 2027 planting of the city.
30.04.2026	Confirmation of the removal of the map board posts outside the Town Hall.
30.04.2026	Town Clerk to review the "red circles" marked on trees in the recreation ground.

The Town Clerk gave updates regarding the following actions:

- The table tennis table is in situ and in use.
- The pollinators details are on the agenda for this meeting.
- The map board post removal has been completed.

Additional actions:
Tinknells Roundabout Sponsorship – proposal is for discussion this evening.
Cllr T Butt Philip raised an suggestion regarding sponsorship for Somerset which is within the agenda for this meeting.

Cllr S Powell asked for information about the benches on the moat walk. The church commissioners have been approached regarding works and maintenance of that location. The City Council has submitted a bid.

Cllr S Powell also asked for tree guards for the trees on the Cathedral Green after tree came down. Work is in progress with work regarding the trees mentioned.

Publication of pollinators has been completed following a request from the previous meeting.

26/82/OS SASP PRESENTATION

Nobody was available to present and has been deferred to the next meeting.

26/83/OS REPORT FROM OUTSIDE SPACES MANAGER

The drought made it a challenging month. The trees on the Cathedral Green that came down due to the dry weather as the roots had become brittle and had lost support.
The Outside spaces team have been doing tidy up tasks around the band stand and tidying up hedges. The drought has significantly affected the timber in the playground.
The Town Clerk stated fingerposts are not our responsibility however they have been maintained by Wells City Council as these posts provide added value to the city.

Cllr D Denis asked if flowers for the bandstand barrier baskets could be single head flowers for pollinators?
The Outside Spaces Manager commented that the flowers are not guaranteed to flower for as long as she would like if the planting is rescheduled.
Cllr D Denis has asked to trial this at the bandstand.
The Town Clerk clarified that she had asked the Outside Spaces Manager to use leftover products already purchased within these baskets at the moment.

Cllr D Denis asked if the playground castle and the trees on the rec were an outside spaces decision or a WRGT decision.
The Town Clerk confirmed that any work in relation to the trees in the recreation ground were reported to the Wells Recreation Ground Trust, however the trust only meets twice a year so delegations allow the committee to make operational decisions.

26/84/OS TRAFFIC UPDATES & CONSIDERATION OF PROPOSED TRAFFIC SCHEME

The Town Clerk reported that new locations were added to the report and inconsistencies highlighted. New locations added to the proposal are Kennion Rd, Ash lane and Welsford Avenue. The Committee were asked if they are comfortable to open this to consultation.

D Denis commented that Cllr T Butt Philip has asked for the consideration of additional points of a 20mph zone starting before reaching Budgens, Little Entry lane to be included, Beryl Lane, Lethbridge Road and Golding Close.
The Town Clerk commented that Somerset Highways recommend the scheme be broken into phases and other areas looked at afterwards.

Cllr S Powell commented that it seems quite messy and requires a lot of new signage, and asked why it can't be a blanket 20mph zone.
The Town Clerk responded that Somerset isn't able to deliver a blanket 20mph zone, and that a phased approach is recommended as moving from a higher speed zone to lower required phasing and in some areas this couldn't be achieved.

A brief discussion took place about the effectiveness of small 20mph zones compared with blanket 20mph areas.

The Town Clerk asked if councillors were comfortable with Appendix F, the survey, which cover other amendments

Cllr S Powell asked for clarification on the new loading and disabled bay amendments and what the changes were.
The Town Clerk responded that the bays would be disabled and loading bays for 2 hours longer, lasting until 8pm. The purpose is to increase disabled parking spaces.
Cllr S Powell pointed out that with this, delivery drivers may not be able to get into loading bays to access shops due to the bays being used as disabled parking, and asked what can be done about this.
The Town Clerk responded that the increase won't impact that, but that it will stop others from parking in loading bays, though suggested doing a campaign to support this and could do a consultation on wider engagement and understanding of who bays were accessible to and when. Equally there is due to be consideration of changes by Somerset Council in due course on street provision.
Cllr S Powell commented that, in regards to the survey, it seems quite complicated, and asked if it was possible to simplify the survey.
The Town Clerk responded that the City Council needs to evidence every element of change, in order to be able to evidence to Somerset Council that the scheme is viable and accepted. Equally, if not accepted, which elements require further amendment based on public opinion.
Cllr S Powell asked a question regarding the 20mph survey and what the survey relates to?
The Town Clerk clarified that the survey has sections explaining the areas listed, and the online survey would be a lot clearer.

26/85/OS POLICE AND CRIME UPDATES

The Town Clerk reported that there was nothing of significant note. Sgt Simon Lancey and the Town Clerk continue to meet monthly and the statistics provided show no significant areas of concern. The Town Clerk advised that following community feedback, the City Council have asked for support for speeding vehicles through the city, and targeted action regarding cyclists riding against traffic and threatening pedestrian safety.

26/86/OS RECREATION GROUND TRUST (WRGT)

Cllr K Kinshaw reported a fruitful discussion had taken place within the Working Group, with a range of ideas raised. No decisions have been made as of yet and all decisions will go to the Outside Spaces Committee as well as to the next Trust (WRGT) meeting in October, as well as relevant public consultation being completed for specific projects at the appropriate time.

Cllr G Robbins would like to have talking benches installed in the recreation ground.
The Town Clerk clarified that the WRGT meeting 1st October 2026 will include all feedback and proposals raised and previous proposals. Assuming the trust agree to proceed then it will proceed to public consultation and then back to the WRGT.
Cllr S Powell stated that it was necessary to ensure a wide range of views were represented regarding the changes being made. Cllr K Kinshaw agreed with this.

26/87/OS OPERATIONAL LAND CLASSIFICATION

The Outside Spaces Officer explained that this document gives transparency regarding the work that takes place explaining the frequency of grass-cutting etc. From this document a master map will be created to improve transparency and provide specifics of what the team do and when.
The Town Clerk added that it allows the Outside Spaces Officer to plan and deliver the work and allows us to communicate with the public and manage expectations.
The Outside Spaces Officer added that this sets out our position. This year has been odd and work done was driven by the weather. An end of year performance review will allow budget management .
S Powell asked about the frequency of the grass-cutting at St Cuthbert's Churchyard
The Outside Spaces Officer advised that he would provide a specific answer in writing, but that if alterations to the scheme, or cutting schedule were viable, these could be worked into the plan for that space.
The Town Clerk clarified there were other churchyards maintained for the church so this would be acceptable.

Cllr D Denis added that mixed mowing takes place at St Cuthbert's Church and there are areas for wildflowers. Tor Hill Lane among other areas have an MOU (Memorandum of understanding) to take into consideration.
The Outside Spaces Officer stated that, considering devolution, this would be the framework for what to do with our assets.
Cllr D Orrett commented that people often view wildlife meadow areas as neglected areas, and asked how to manage this.
The Town Clerk suggested providing education information regarding these meadows in advance, which has been positively received in the past.

Cllr D Orrett invited proposals to adopt the Land classification document
Proposal made by Cllr D Denis
Seconded by Cllr G Robbins.
The vote was unanimous.

26/88/OS TREE POLICY & GREEN CORRIDORS

The Outside Spaces Officer presented the document created to firm up how WCC operate and for Councillors to consider the four options identified in the report. He described it as a tree policy that takes the scientific approach, looking at trees throughout their life cycle.
Cllr D Denis commented that it was a great report and asked that volunteer wardens to be used as takes place in Swindon.

Cllr S Powell stated that she's all for leaving dead trees, but to consider the trees in the recreation ground.

The Outside Spaces Officer responded that we need to be pragmatic in our approach to felling trees.
The Town Clerk added that delegated authority has to be with the Outside Spaces Officer or herself in an emergency.

Cllr T Kolizeras spoke about the importance of standing dead wood.

The Outside Spaces Officer spoke briefly:
Item 13B - Regarding green corridors, currently there are no formal organisations working together on this at the moment. We are one of the biggest asset holders so we need to encourage biodiversity, use Raptors for example to manage pigeons.
Item 13C - WEN is looking to survey/log ancient trees. The Outside Spaces Officer does not feel he is in a position to authorise it and is concerned that volunteers are registering ancient trees which may impact the planning committee.

Cllr D Denis mentioned that Wells City Council's main trees are not on ground where planning applications are likely and that trees are already TPO'd.
The Outside Spaces Officer agrees with the process, however the principle needs to be that councillors are happy with the process being followed.
The Town Clerk suggested that the volunteers collecting information return the information to the Council before it is officially logged.

The Outside Spaces Officer commented that the trees that are added to that register could add a weight to proposed plans in an area.
The Town Clerk added that there are pros and cons in each direction of this.

A brief discussion took place regarding the rationale and the process used when using volunteers to survey trees.
Cllr. D D Orrett invited a proposal to adopt the policy.
Cllrs were in agreement with all recommendations for items 13A, 13B and 13C, and Option 2 on page 9 of the volunteers' survey document:
Cllr K Kinshaw proposed to adopt the above policy with Option 2.
Seconded by Cllr G Robbins.
The vote was unanimous.

26/89/OS ROUNDABOUT REDESIGN

The Outside Spaces Officer confirmed that the Tinknell roundabout re-design was being funded by Somerset Council with no financial risk to Wells City Council.
The Town Clerk confirmed that Cllr T Butt Philip referenced historical funding that was available. Somerset have confirmed that funds are available, however have not confirmed how much. They've asked for a Purchase Order associated with the works, and will then confirm if they can cover the costs. If Somerset cannot cover the costs, WCC will not proceed as funding is not available.

Cllr. S Powell proposed the Roundabout redesign.
Seconded by Cllr G Robbins.
The vote was unanimous.

26/90/OS KNAPP HILL PROJECT UPDATE

The Town Clerk reported that the project is progressing well. Draft plans are underway, which will lead to a funding request being sent to Somerset River

Authority. Our role is to support the funding elements, acting as the bid holder. A potential of £20,000 which will provide the necessary drawings and topographical surveys to allow the scheme to move forwards. It will be up to the Golf Club to deliver and they are budgeting accordingly. Local supplier, Penny's, are keen to support the project for free. WCC have facilitated engagement and funding progress will be seen next year.

26/91/OS LEISURE AND PLAY STRATEGY

The Town Clerk reported that the strategy is progressing with a draft coming forward to future council meetings. All changes will go to consultation. Cllr T Butt Philip had requested looking into locations within 10 minutes of an open space or play provision of some type, which has been completed. Currently play areas are all less than a 10 minute walk away for those in the city. The allotments are more sparce comparatively. There will hopefully be an outline draft at the next meeting.

26/92/OS MARKETS UPDATE & CONSULTATION

The Town Clerk reported that she'd received a petition/feedback from Market traders regarding the Terms and Conditions offered by the Council. These are no different than they were previously under Somerset or Mendip council, though we are enforcing terms that have been laid out.

Cllr G Robbins added that under Somerset Council the enforcement of terms and conditions were comparatively lax.

The Town Clerk spoke of a discussion she had with Cllr D Orrett regarding verbal feedback. The Market moving forward will become a standing item on every Outside Spaces Agenda. The best way to proceed is to consult everyone who uses the space, however we can anticipate that the concerns will be related to holiday entitlement. The importance for Market Officers is to keep the market full, and allowing us to bring new traders in the market, which also applies to the monthly market.

Cllr L Agabani, who received the feedback/petition has acknowledged receipt and responded directly in support of officers and refuted incorrect claims made, but had not responded in general to the petition/feedback. The Town Clerk thanked Cllr L Agabani for that support. The trader who sent the petition claims to be representing 80% of traders however this has yet to be proven. The consultation will get a balanced view. The councillors were asked if they would be happy to consult.

Cllr D Orrett asked for clarification on how stalls were managed during holiday periods of traders.

The Outside Spaces Manager clarified that traders need to set a criteria to retain their status as a regular trader as WCC need to maintain the business to business deal.

The Town Clerk added that WCC have supported stallholders who needed to take extended leave, ensuring their pitch will still be available when they return. There is guidance to ensure consistency for both us and traders. The Sunday markets were always required to be a different provision to the weekly markets.

Cllr K Kinshaw stated that she believes we should respond to the petition/feedback and suggested asking for what the expectation is regarding the number of days suitable as a holiday entitlement.

The Town Clerk responded that there is an expectation that consultation will lead to a variety of responses. There will be a response issued soon to the petition explaining the upcoming consultation.

Unanimous agreement to consultation.

26/93/OS COMMUNITY RESILIENCE

The Town Clerk confirmed we have a community preparedness template, which uses similar elements to the business continuity plan. We've taken the community emergency plan and applied the community elements from this, forming a plan for how Wells City Council will respond to issues within the community. The Town Clerk's new officer will create a process around education and support, which will lead to the creation of a comms plan around preparedness.

Cllr D Denis asked if there would be a working party set up to work on some of the issues within this. She also asked about weekend cover for this plan, and about the 24 hour contact for this plan being the Town Hall number.
The Town Clerk confirmed that, in regards to the Town Hall contact number, the phone lines are in the process of being updated to have a directory which will allow contact with this 24 hour phone line. The emergency out of hours rota that allows for 24/7 cover is not being applied as of yet.

Cllr D Denis raised the voluntary organisations asking to be included in the working party.
The Town Clerk reported that part of the community preparedness plan, there would be at least an annual test event that could be extended into a working group.

Cllrs voted unanimously to adopt the Community resilience Plan.

26/94/OS DEVOLUTION UPDATE

The Town Clerk stated that, while we await the completion of land transfers by Somerset legal team, we are managing areas of land whilst awaiting Title deed transfers. Following communication from Somerset Council, the Town Clerk reported that some areas are not as we thought, predominantly around waterways. The title deed for some areas of land are significant and include areas of hard standing and waterways. Somerset are not willing to split the deeds and incur the costs of that. This paper lists the multiple anomalies, including The Rugby Club and areas of land which are included in two current draft planning applications. Devolution has been temporarily suspended until these planning applications are decided. This timeline has no limit and it is recommended that this area is removed. The area including Charter Way and play area, can be proceeded with and perhaps more appropriate for Section 106 money.

i. Tor Hill Lane. The whole area is significant to WCC. The Town Clerk recommends taking the Title deed for this area and the risk of the waterway because of this, though we would want at least 2 years support for waterway supportive maintenance.

Cllr S Powell asked if the path would be included.
The Town Clerk clarified that the area from Tor Street to the end of the playing field is not included, however the rest is as depicted in the adjoining plan. This gives WCC greater ability to affect change in this area, specifically regarding accessible travel. It's a significant area with an MOU already in place that will benefit the city. The flooding risk associated will potentially be reduced over time

ii. The Hawkers Lane play area, which is split into three title deeds. The first is the area from the culvert up to halfway into the ditch, which the Town Clerk recommends taking the risk of this area with a 2 year agreement for support. The second area has several properties which overhang into the area, The Town Clerk recommends taking the play area but not the risk from the properties, leaving the risk of this with Somerset. The third area is Drake Road which, similarly to above, is not worth the risk of taking the title deeds of the properties within this area.

iii. Osmond Drive, Jocelyn Drive, etc. There are no major issues in this area, however we should still have a 2 year agreement.

iv. Sealey Crescent and Churchill Road. There are concerns around parking provisions as much of this is used as informal parking, which we are in no position to enforce. The Town Clerk suggests continuing to manage the grass here under our current management agreement however to not take the title deed due to the parking concerns.

v. Churchill Road East., Durkheim Drive, Woodbury Avenue. The proposal is the same as listed above, with the same concerns.

The Town Clerk asked if councillors are comfortable with these proposals being raised at Full Council.
The Town Clerk stressed the point that market rights were provided to the city of Wells making these the rights of the city rather than the current custodian.
All councillors agreed to all recommendations as noted within the report and proposed to recommend to Full Council.

26/95/OS FORWARD PLAN

Topic	Month
Christmas Light Update	October 2026
Dog Fouling Policy and Publication	October 2026
Police and Crime Updates	Every Month
Traffic Updates	Every Month
Recreation Ground Trust (WRGT)	Every Month

The Town Clerk stated that there are some associations related to Christmas lighting that will be raised at the Finance meeting. Some surveys have been completed that have revealed a significant financial impact leading to us likely needing to do an interim solution this year rather than the traditional installations. The infrastructure is not as it should be, and the costs to repair this are significant. There will be proposals raised as to what we will be able to do in the interim.

26/96/OS ANY MATTERS OF URGENT REPORT
Nothing to report.

26/97/OS DATE OF NEXT MEETING: Thursday 5th November 2026 at 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.

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

Item 6

Open Spaces and Markets Report

September–November

Grounds maintenance and work scheduling

Grass cutting and completion of the bandstand refurbishment have remained the principal areas of focus during the reporting period.

Following approval of the grounds maintenance strategy and associated strategies, significant progress has been made in developing work scheduling across Open Spaces. We are moving from basic scheduling towards a more adaptive approach, allowing work to be prioritised around seasonal requirements, weather conditions, available resources and emerging needs. This is also supporting closer working between departments and more effective coordination of tasks.

Bandstand

Repainting of the bandstand is complete, with the exception of the fascia, where significant rot has been identified in the supporting structure.

Remedial work is being undertaken to address the deterioration. However, the project has developed beyond the original scope of a tidy-up and repaint and has been referred to Estates because of the more substantial roof and drainage work required.

Moss on the roof is obstructing the guttering, which also leaks and has an incorrect fall. These issues have contributed to the deterioration of the external fascia and supporting timber. Roof cleaning and repairs to the guttering are therefore required to address the underlying causes before the remaining refurbishment can be completed.

Markets

Over the past two months, work has focused both on delivering the markets and on improving the efficiency and resilience of the processes supporting them.

We are moving towards longer-range bookings and more proactive communication with traders on the waiting list. This will help strengthen the pool and variety of traders available, improve our ability to fill vacancies and support more efficient management of the Wednesday, Saturday, Sunday and Christmas markets.

Christmas Market

The response to the Christmas Market has been exceptionally strong. We are anticipating more than 200 stalls across the Market Place, High Street, Broad Street, Queen Street and within the Town Hall.

The Temporary Traffic Regulation Order (TTRO) has been applied for, and feedback from the emergency services has been positive. The Town Clerk has also been developing a programme of entertainment throughout the event.

The market is currently expected to generate a return to the Council in excess of £10,000, subject to final bookings and event costs.

Wells in Bloom

The Wells in Bloom displays have provided excellent colour and have lasted well into the autumn, approaching November. However, the recent storm has caused considerable damage to the remaining planting.

The summer displays will be removed and replaced with winter planting over the next couple of weeks.

Recreation ground and Rugbytots

Discussions have taken place with Rugbytots regarding their use of the recreation ground. These identified some misunderstandings between the initial conversations with the franchise company and the arrangements understood by the local operators.

Sessions have now stopped due to the weather. Before activities resume in March, the local operators will discuss their requirements with the Council so that a suitable location and arrangements can be agreed in accordance with the Events on Council Land Policy.

Tor Furlong or Bignal Rand may offer a more appropriate setting for these activities, subject to consideration of their requirements and the suitability of each site.

Item 17 (a) **Wells City Council**

Events on Public Land Process and Policy Document

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1. Introduction

1.1 Wells Recreation Ground, Tor Furlong Park, Hawkers Lane Park and Bignal Rand Park are community public spaces for the use and enjoyment of all residents of Wells. The rules in place allow all users to co-exist side by side, enabling everyone to enjoy the spaces without overly interfering with the rights of others.

1.2 There are also activities curtailed by law; the breaking of these rules constitutes a criminal offence.

1.3 This document provides guidance on the use of City Council open spaces and the legal framework within which they are operated.

1.4 All events held at Wells Recreation Ground will follow the policies of the Wells Recreation Ground Trust.

2. Legal Framework

2.1 The Town Council's open spaces are regulated, like any other public place, by byelaws specific to particular locations. These byelaws are available for inspection on the Town Council website and at the Town Council offices.

2.2 Breaching these byelaws is an offence which, upon conviction in a magistrates' court, may lead to a maximum penalty of a £500 fine and a criminal record.

3. Licensing

3.1 None of the City Council's parks are licensed for regulated entertainment under the Licensing Act 2003. Hirers must apply separately to Somerset Council for any required entertainment licences.

3.2 Any event that expects more than 500 attendees (staff and visitors) must follow somerset councils temporary events notice application process. All details can be found at https://www.somerset.gov.uk/business-economy-and-licences/licensing/temporary-event-notice/#About%20Temporary%20Event%20Notices

4. Event Approval (Events Over 500 People)

4.1 Any event expecting **more than 500 attendees** (including staff, volunteers, performers, exhibitors and members of the public) must be formally submitted to Wells City Council for approval.

4.2 Applications for larger events must be considered by the Town Clerk, and approval must be granted before any promotion, ticket sales, contractor engagement or on-site preparation takes place.

4.3 Event organisers must submit the following documentation **no fewer than 30 days** before the scheduled committee meeting:

- Completed Event Application Form
- Full Site Layout Plan
- Comprehensive Risk Assessment(s)
- Public Liability Insurance documentation
- Traffic/transport management plan (if required)
- Noise management plan (if applicable)
- Emergency and contingency plan
- Details of fairground rides, inflatables or specialist attractions
- Safeguarding procedures if children's activities are involved

4.4 The Council reserves the right to request additional information before an event is considered for approval.

4.5 No final commitment, booking, marketing activity, or commercial arrangement may be made until formal approval has been granted.

4.6 Wells City Council reserves absolute discretion to:

- Approve the event
- Approve subject to conditions
- Defer a decision pending further information
- Decline the event

4.7 Written confirmation of approval will be provided following a review by the Town Clerk and the management team.

5. Conditions of Use – Events on Public Land

5.1 The Council's decisions regarding use of the land, any resulting damage, and any costs incurred as a result of such use shall be final and binding on both the Council and the hirer.

5.2 The hirer shall fully indemnify the Council against all claims of any kind arising from the hirer's use of the land.

5.3 The hirer must observe all relevant laws, regulations, statutes and licences relating to the land and the staging of the event. This includes (but is not limited to) the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, the Highways Act 1980, and the Copyright, Designs and Patents Act 1988. Failure to comply may lead to criminal prosecution.

5.4 The hirer must ensure that no nuisance, annoyance, or inconvenience is caused to the Council, neighbouring residents, or adjoining properties.
Commercial lettings must end no later than:

- **10:00 pm** Sunday to Friday
- **11:00 pm** on Saturdays

5.5 Access to the land for the general public must not be restricted without written consent from the Council. This does not prevent the hirer from selling tickets or programmes for the event.

5.6 The hirer must not charge the general public for access to the land unless permitted in writing by the Council.

5.7 The hirer is responsible for providing adequate toilet facilities and liaising with Bristol Water potable) or Wessex Water (sewerage) where necessary.

5.8 The hirer must pay any expenses incurred by the Council in preparing the land for use, including erection of barriers and fences.
Equipment must not be taken onto the land when ground conditions could cause damage or inconvenience to the public.

5.9 Equipment must not be brought onto the land earlier than the permitted hire period without written permission.

5.10 All equipment must be removed by the end of the hire period. The Council may charge for any additional days of occupation and for restoring the land to its original condition.

5.11 No vehicles other than event equipment may enter or remain on the land without prior written approval.

5.12 The hirer is responsible for restoring the land to its original condition and clearing litter/debris by noon the day after the event. Costs from failure to comply will be enforced against the hirer.

5.13 The Council reserves the right to withdraw permission to use the land if adverse weather renders it unsuitable. An alternative date or refund will be offered, but the Council will not be liable for additional costs or losses.

4.14 No less than 16 days before the hire period, the hirer must provide:

- A full site plan
- Public liability insurance documents
- Test certificates (e.g. ADIPS) for rides and equipment

5.15 The Council may require alterations or removal of equipment.

4.16 The hirer must hold public liability insurance with a minimum indemnity limit of **£10 million** per incident. The policy must note the Council's interest and indemnify the Council.

5.17 Evidence of insurance must be provided at least 16 days before the hire period. All on-site facilities must be covered.

5.18 The Town Clerk or delegated officer must be permitted access at any time for inspection. Their decisions regarding safety and fitness for use are final. Additional visits may incur costs payable by the hirer.

5.19 The Council may refuse permission for fairs and circuses unless valid certificates of fitness for every ride are provided, covering the full hire period and submitted at least 16 days beforehand.

5.20 Precautions must be taken to prevent oil or similar discharge damaging the land. Sawdust or similar protective materials must be used where necessary.

5.21 Hirers must ensure fairground machine operators have adequate public liability insurance.

5.22 Notification of intention to employ fairground contractors or funfair equipment must be made at least 14 days prior. Permission is at the Council's absolute discretion.

5.23 Pyrotechnics, including fireworks and stunt performances, are not permitted without prior written approval.
Approval requires submission of a detailed risk assessment **at least 6 weeks** before the event.

6. Event Participation List and Check-Sheet

This section should be completed by the event organiser and submitted to Wells City Council as part of the event application process.

6.1 Mandatory Information Required

- Name of Event
- Date(s) of Event
- Event Organiser / Organisation
- Contact Name and Details

- Description of Activities
- Anticipated Attendance Numbers
- Details of Contractors, Stallholders, Performers or Exhibitors
- Emergency Contact Information for Event Day
- Copy of Risk Assessment(s)
- Copy of Public Liability Insurance for All Participants (where applicable)

6.2 Site Safety Check-Sheet (example items)

- ☐ Ground conditions suitable
- ☐ Equipment positioned as per approved site plan
- ☐ Electrical equipment and cables safe and protected
- ☐ Fire extinguishers in place
- ☐ Adequate lighting
- ☐ First aid provision on site
- ☐ Emergency access routes clear
- ☐ Toilets installed and serviceable
- ☐ Waste and recycling facilities provided
- ☐ Signage installed (directional, safety, information)
- ☐ Public access routes safe and unobstructed
- ☐ Weather conditions assessed prior to opening

7. Site Layout Plan

7.1 A detailed **Site Layout Plan** must be provided for all events, submitted no less than 16 days before the hire period. The plan should show:

- All structures, marquees, gazebos and staging
- Rides, attractions or fairground equipment
- Vehicle access/egress points
- Emergency access routes
- Generators and electrical distribution
- First aid point(s)
- Lost children point (if applicable)
- Fire points

- Toilets and welfare facilities
- Waste management points
- Perimeter fencing or barriers
- Public entrances/exits
- Contractor/exhibitor areas

7.2 Any amendments to the site plan after submission must be approved by Wells City Council before the event proceeds.

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8. Risk Assessment Template

Event organisers must provide a suitable and sufficient risk assessment. The following template may be used:

8.1 Risk Assessment Template Structure

Event Name:
Location:
Date:
Assessor:

Hazard	People at Risk	Controls Already in Place	Risk Level (L/M/H)	Additional Controls Required	Responsible Person
Fire	Staff/Public/Contractors	All venues have been assessed and extinguisher provision has been decided on numbers and ignition sources	m		Event Organiser

8.2 Minimum Risk Areas to Consider

- Weather conditions
- Slips, trips and falls
- Manual handling
- Public crowd management
- Temporary structures (marquees, gazebos, stages)
- Electrical equipment
- Fire risk
- Vehicle movement onsite

- Noise
- Working at height
- Children and vulnerable persons
- Hazardous substances (fuel, chemicals, pyrotechnics — if permitted)
- Water safety (where applicable)

8.3 Submission Requirements
Risk assessments must be submitted to Wells City Council at least **16 days prior** to the hire period.

9. Public Liability Insurance Criteria

9.1 All event organisers must obtain **Public Liability Insurance** with a minimum indemnity level of **£10 million** per incident.

9.2 The insurance policy must:

- Note Wells City Council's interest
- Indemnify the Council against claims for personal injury or property damage
- Cover all activities taking place during the event
- Cover all contractors, performers, exhibitor stands and rides (the organiser is responsible for collecting copies)

9.3 Insurance documents must be submitted no later than **16 days** before the hire period.

9.4 Certificates of fitness for rides (e.g. **ADIPS**) must be valid for the entire event period and submitted with insurance documentation.

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10. Schedule of Charges

10.1 Charges for use of Wells City Council land for events are set annually by the Council.

10.2 Fees may include:

- Hire fee for use of land
- Additional charges for commercial events
- Charges for Council staff attendance or inspections
- Charges for additional visits by Council officers
- Charges for waste removal
- Charges for reinstatement of land if damaged
- Charges for extended hire beyond agreed periods

10.3 A full schedule of charges is available upon request or on the Wells City Council website.

11. Help, Guidance and Further Information

11.1 For help with event planning, risk assessment advice, or to submit documentation, please contact:

Wells City Council
Town Hall
Wells, Somerset
01749 673091
reception@wells.gov.uk

https://www.wells.gov.uk/

11.2 Additional guidance is available from:

- Somerset Council (Licensing, Highways, SAG)
- Health and Safety Executive (HSE) – Event Safety Guidance
- Met Office – Weather Planning
- Emergency services – advice for public events

11.3 Early engagement with the Council is strongly recommended for all medium or large-scale events.

ITEM 17

Wells City Council

Author	Matt Johnson
Presented By (if different)	Haylee Wilkins
Subject	Events on Council Land Policy Resubmission
Date of report	22 October 2026
For consideration at	Open Spaces Committee
Date of consideration	To be confirmed

Events on Council Land Policy Resubmission

This paper resubmits the Events on Council Land Policy to the Open Spaces Committee for approval following a minor amendment. The policy now states that all events held at Wells Recreation Ground will follow the policies of the Wells Recreation Ground Trust.

The amendment reflects the Recreation Ground's Trust arrangements and the Trust's delegation of authority to Open Spaces. It does not introduce a separate event approval process. The policy and proposed pricing structure are otherwise unchanged and are presented again for consideration and approval.

The proposed structure aims to:

- **Support Wells charities and community groups** by offering free use of council land, with only direct utility costs (e.g., electricity or water) chargeable.
- Apply a clear, modest fee for **non-Wells not-for-profit groups**, ensuring fairness and cost recovery.
- Provide a scalable pricing model for **outdoor fitness and wellbeing groups**, based on group size.
- Maintain flexibility by leaving **commercial event fees to be negotiated**, dependent on scale, footprint, duration, and likely impact.
- Require **all commercial events** to be considered individually for approval and fee agreement to ensure the best possible commercial return to Wells City Council

Example Pricing Structure for Consideration

Category	Day Rate	Hourly Rate / Notes
Wells Community Organisations (Not-for-Profit)	Free*	Free*
Wells Charitable Organisations (Not-for-Profit)	Free*	Free*
**A charge may be made for any electricity or water used during the event.*		
Non-Wells Community Organisations (Not-for-Profit)	£250	£35
Non-Wells Charitable Organisations (Not-for-Profit)	£250	£35
Outdoor Fitness / Wellbeing Groups		
– 1–10 people	£250	£8
– 10–30 people	£250	£10
– 30+ people	£250	£12
Commercial Events	Price on application	

Cancellation Policy

- Six weeks prior to event: **10%** of total fee
- Five weeks prior to event: **20%** of total fee
- Less than five weeks: **50%** of total fee
- Less than two weeks: **100%** of total fee

If adopted, this pricing structure will provide a transparent, equitable approach that supports local organisations while ensuring that commercial operators make a fair contribution towards the maintenance and management of the city's open spaces.

The Committee is asked to approve the resubmitted Events on Council Land Policy, including the additional sentence concerning Wells Recreation Ground Trust policies, and to confirm its decision on the proposed pricing structure.

See Appendix A