

## **WELLS CITY COUNCIL**

### **MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON THURSDAY 5th JUNE 2025 AT 7:00PM IN WELLS TOWN HALL**

**COMMITTEE MEMBERS** Cllrs: T Butt Philip, S Cursley, T Kolizeras, G Robbins, H Siggs (Chair)  
**PRESENT:**

**IN ATTENDANCE:** Town Clerk: H Wilkins  
Projects and Facilities Officer: L Wassell  
WCC Staff: C Hobbs  
1 Member of the public  
Non-member Cllrs: L Agabani (Mayor), D Denis, S Powell

**25/01/E APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**

Cllr: G Folkard, D Orrett, P Welch

**25/02/E DECLARATIONS OF INTEREST**

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12<sup>th</sup> May 2022.

Cllr T Butt Phillip declared a standing interest due to his role as Somerset Councillor for Wells

**25/03/E APPOINTMENT OF VICE CHAIR**

Cllr S Cursley nominated G Robbins as Vice Chair of the Estates Committee

Seconded by Cllr T Butt Philip

There were no other nominations.

The nomination was carried.

**25/04/E ACTIONS FROM THE OUTSIDE SPACES & ESTATES COMMITTEE MEETING HELD  
ON 3rd APRIL 2025**

The Town Clerk reported that there are no actions relevant to this committee.

**25/05/E MINUTES FROM THE OUTSIDE SPACES & ESTATES COMMITTEE MEETING HELD  
ON 3rd APRIL 2025**

The minutes of the above meeting were noted as not relevant to this committee.

**25/06/E MEETING OPEN TO THE PUBLIC**

The Chair of the Civic society declared that the civic society looked forward to working with Wells City Council.

**25/07/E PROPERTY ASSET MANAGEMENT STRATEGY**

The Projects and Health and Safety Officer presented the report previously provided to Councillors. It was clarified that following a review of assets, compliance needs updating to current standards.

The strategy is not for adoption at this meeting but a document created so that assets are designated with a specific purpose and its value to the community. The three or four proposed priorities are Revenue growth, Community engagement and value, Operation efficiency, Climate exchange and environment.

Cllr T Butt Philip asked if the Skate Park was covered under this strategy.

Cllr H Siggs answered that the Skate Park was not yet under the remit of Wells City Council.

Following questions from Councillors regarding the Market Place, the Town Clerk responded that the Market Place is leased so the freehold remains with Somerset Council and that many assets will have inter dependencies with other committees. Operational delivery of the Skatepark will be with Outside Spaces Committee.

The Projects and Health and Safety Officer answered questions regarding the assets list and agreed to include detail requested by Cllrs: T Butt Philip and H Siggs  
Cllr H Siggs asked that any questions and comments be submitted officers prior to the next meeting.

The Projects and Health and Safety Officer recommended that Wells City Council adopt the Corporate Landlord model (RICS) which is made up of senior officers of the Council which have no decision powers, but can review the Planned Preventative Maintenance Documents per building and ascertain the assets which need looking at their associated budgets which will then be presented to this Estates meeting, in consultation with the Chair. Any financial dependencies, or staffing dependencies would fall to those committees for decision, with possible recommendation of actions from the Estates Committee only.

Cllr H Siggs commented that liability remains with elected members for all matters of Health and Safety.

Cllr T Butt Philip asked for a clarification regarding the term “Local community Networks”

Cllr T Butt Philip asked what the next stage for the document.

The Town Clerk clarified that anything requiring adoption will go before Full Council and or Finance committee or Staffing Committee if necessary in line with the Terms of Reference of this committee, which will be confirmed at the next meeting following some minor amendments.

## **25/08/E FORWARD PLAN**

<b>Item</b>	<b>Proposed date for consideration</b>
Planned Preventative Maintenance Programme and Condition Survey (excl. Chapel and Cemetery)	July 2025
Fees and Charges Benchmarking (onward to Finance Committee)	July 2025
Building usage and Analysis - Headlines	July 2025
Energy Performance Review - Utility Monitor	Aug 2025
Portway Annexe – Charis User Agreement	Aug 2025
Planned Preventative Maintenance Programme updated to include Chapel and Cemetery	Oct 2025*dependant of vacancy

Cllr H Siggs said that he would like meetings to have a theme, and focus on an asset each time.

The Town Clerk asked the committee if they would like a walk around of any asset, prior to any meeting. The meeting agreed that where there is merit that a walk around would be useful.

## **25/09/E ANY MATTERS OF URGENT REPORT**

Due to the commercially sensitive nature of the item, the meeting entered Private session.

## **25/10/E BUILDING WALK AROUND**

Councillors and staff only

Councillors completed a walk around of the Town Hall to understand the asset and its current tenants.

**25/11/E      DATE OF NEXT MEETING: 3rd July 2025, 7pm in Wells Town Hall**

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

## Item 25/49/OSE

### WEN Notes from 24/3/25

**Apologies:** C Johnson, G Witor, G Robins, E Lewis, S Nash, S Goodwin, S Crocker, C Charles

**Present:** D Denis, L Sorenson, M Milnes, D Orrett, G Braga, S Powell, J Mochrie, B McCartney, B Fletcher, S Whitby

Projects offered so far:

**Bishops' Palace-** James Cross will lead a garden tour on Tuesday 14 October and Siobhan will set up a nature activity trail to run during the week. Denise and Siobhan to liaise re publicity and bookings.

**Vicars Close-** TBA

**WDWG-** Victoria Hillman could offer a talk on 11/10- Attracting Wildlife to Your Garden. Fungus Foray in Stockhill Woods TBA.

**Stewart Crocker-** can offer a Talk/Debate- The impact of food choices on the health of the environment- What have our choices got to do with farming practices, health of our soils, landscapes, carbon, emissions, our health and food security.

**Tor Hill Lane-**will showcase on Saturday 11/10. Also, MM is working with B Lakin and Dr Alex Grundy to run Nature Walks during Ecoweek for mindfulness and identification of plants and animals and invertebrates.

**Charlie Bighams** -DD and MM to visit the Quarry 26/3 and meet Gavin Hares to discuss opportunities.

**St Thomas Church-**MM has contacted Judy Penhaligon (churchwarden)who is keen to work on projects and have Harvest Service 5/10. She hopes the church and congregation can develop environmental approach within the Church and the church yard and would then draw this all together at the service on 12/10.

**St Cuthbert's Church-** DD has contacted Antonia Gwyn (churchwarden) who has offered to develop ideas as the church is very keen to be involved. They will be celebrating Harvest and may set up an exhibition.

**3 Wells City Junior Schools and Wells Blue School-** DD has written to all and then made a follow up phone call. Hoping that this might provide some interest but not sure.

**Cathedral School-** BM will try and get information and involvement from all levels of the school. SP offered to liaise with the current Student Environment Captain and see what projects would work and be of interest to carry forward into next school year when a new Student Captain is appointed. Bob offered Cedar's Hall/Quilters Hall as venues available for events if WEN required.

**Scouts-** TBA

**Somerset Wildlife Team Wilder-** Can offer support in many ways in the summer months and lead up to the Autumn. GB will contact Pippa Rayner re Churchyards in rural parishes- and Wells. He offered to work with Cathedral School to be a catalyst in set up for a schools' event in Eco week.

Other ideas could be to develop a corridor with Council and communities and DD suggested the this needs a meeting with Outside Spaces officer and Town Clerk- DD to arrange.

**Deborah Orrett-** offered to do a high-profile litter pick and suggested the Mosaic Project could be presented on the Saturday as a completed and ready for a site centrally. She feels it strongly reflects the environment in the mosaic.

**Sustainable Wells-** Would like to set up a pop-up repair café manned by volunteers over 5/6 days. The location would need to be central. DD to ask Town Clerk if the Bus Station Information Kiosk would be suitable. Also, Fixy Bus would like to do the event again like last year.

**Jamie Mochrie-** would be happy to run another cycle maintenance workshop. Discussion on merits of holding a cycle rally and the need to ensure all risks and assessments and responsibilities. DD to check with Town Clerk.

**Strawberry Line-** No input yet, but everyone agreed this would be a very valuable addition to events of Eco week.

**Westbury Community Tree Nursery-** Buffy Fletcher offered to run a presentation/talk on growing the right trees in the right place- facts and tips and GB suggested this could link to the Somerset Tree Strategy.

**Publicity-** posters and banners are good from last year. We will need to redesign A4 posters for shops/ display boards and stands at events. DD advised we need a central tel.no for people to contact if not able to use WIFI/internet. DD/MM to meet with C Lee.

**Finance-** Currently £569 .25 in Lloyds Community Account.

### **Future Dates**

**Monday 28 April 5pm. Parkes Room Town Hall**

**Wednesday 28 May 5pm. Parkes Room at Town Hall.**