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