

## WELLS CITY COUNCIL

### MINUTES OF THE MEETING OF THE OUTSIDE SPACES COMMITTEE HELD ON THURSDAY 4<sup>TH</sup> SEPTEMBER 2025 AT 6:00PM IN WELLS TOWN HALL

**PRESENT:** Cllrs: T Butt Philip, D Denis, S Eden, J Edmonds, D Orrett (Chair,) S Powell,  
G Robbins

**IN ATTENDANCE:** Town Clerk: H Wilkins  
WCC Cllrs: H Siggs arrived 6:20pm  
WCC Staff: S Glendinning  
1 member of the public

**25/26/OS APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**  
None

**25/27/OS 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 Denis declared a personal interest for 25/33/OS as a member of the Wells Environment Network (WEN).

**25/28/OS ACTIONS FROM THE OUTSIDE SPACES COMMITTEE MEETING HELD ON  
3<sup>RD</sup> JULY 2025**  
Actions were covered later in the meeting.

**25/29/OS MINUTES FROM THE OUTSIDE SPACES COMMITTEE MEETING HELD ON  
3<sup>RD</sup> JULY 2025**  
The minutes were agreed as a true record and signed by the Chair.

**25/30/OS MEETING OPEN TO THE PUBLIC**  
Mr Robert Powell spoke as Chairman of Governors for Wells Cathedral School and referred to 25/34/OS City Traffic Update. Mr Powell emphasised the importance of improving traffic safety around all our schools in Wells and therefore requested the speed limit to be reduced to 20mph as a matter of priority. Mr Powell was thanked for his input and he left the meeting.

**25/31/OS UPDATE FROM THE OUTSIDE SPACES OFFICER**  
In the absence of the Outside Spaces Officer, Matt Johnson, the Town Clerk provided details from his update.

New Assets - All newly devolved assets have been maintained over the summer, we have been able to reduce grass cutting due to good weather, this has had a positive effect on expenditure. All hedge cutting is back under control and maintained. There are still some areas of confusion about areas of responsibility between WCC and Somerset Council, especially weeds on highways and the Town Clerk confirmed that discussions continued with Somerset Council to reduce this ambiguity. The Town Clerk also advised that a digital map is now available on the councils website to allow customers to see which assets are managed by WCC.

Mendip Hospital Cemetery – Outside Spaces team have worked with volunteers to cut back the cemetery and get it to a point that it is easily maintained and agreed a cutting schedule to ensure it is maintained as well as keeping costs low. They have discussed a nature provision and how the cemetery can be maintained long term, to balance nature with accessibility. The Town Clerk has received positive feedback regarding the teams engagement and willingness to work with the friends group to support the asset.

Signal Rand Play Park - Signal Rand play park fence had rotted and has been replaced, this has been completed in house to keep costs low, using good quality materials to ensure longevity.

Market Support – Outside Spaces staff have been back filling for the market setup and breakdown and the team have completed an overhaul and service of the market trailers to ensure longevity.

Wells in Bloom - Plants have been maintained in the same manner as last year and are lasting well, they will be kept in place as long as possible, winter provision is massively reduced from prior years to keep costs down. Support has been given to the local Schools competition with pick-up and drop off of wheelbarrows co-ordinated with the Palace. The Town Clerk advised that there has been a significant volume of positive comments regarding the amended planting schemes.

### Other

The Extended Christmas Market is planned for Saturday 6<sup>th</sup> December, more detail to follow.

Cllr Butt Philip stated that clearer guidelines should be made on areas of responsibility between WCC and Somerset Council. The Town Clerk explained a map of responsibility areas had been communicated through social media this week for this purpose and discussions continue with Somerset Council regarding reducing this ambiguity and ensuring clearer communications.

Cllr Denis asked if weeding in the bus station could be made a priority. The Town Clerk advised that this would be done on a best endeavours basis, as this is a street cleansing action that remains with Somerset Council.

Cllr Powell asked whether watering our hanging baskets and planters so frequently was right in view of the current shortage of water. The Town Clerk advised she would provide feedback to the Outside Spaces Officer.

## **25/32/OS VOLUNTEERING POLICY**

The Town Clerk presented her Volunteer Policy & Management Pack. This policy has been recommended in order to support activities in a safe manner, whilst adhering to the needs of the Councils insurance. It was explained, all councillors will be offered training in order to carry out the role as Lead Coordinator for an activity. It is imperative that all volunteers are made aware of the Chapter 8 rules, if they do not comply, they are not insured.

Cllr Butt Philip requested the following amendment:

- 4. Recruitment and Supervision – Make clear youngsters (under 18 years old) can volunteer as long as they are accompanied by an adult.

It was agreed by all committee members to recommend to Full City Council the adoption of the policy.

## **25/33/OS MEMORANDUM OF UNDERSTANDING – WCC & WEN**

The Town Clerk presented the proposed document.

Wells Environment Network are operating Wells Eco Week between 11<sup>th</sup> and 20<sup>th</sup> October. As part of these arrangements there are a number of requirements being sought from Wells City Council, which have either time or direct cost implications. As the project is not a direct deliverable of the council, but one being achieved through partnership, the Memorandum of Understanding (MOU) has been proposed to ensure clear understanding and boundaries.

It was agreed by all committee members to recommend to Full City Council the adoption of the MOU.

**25/34/OS CITY TRAFFIC UPDATE**

The Town Clerk presented her traffic update report and traffic projects table. Cllr Powell asked why a residential parking scheme has been introduced for Millers Gardens/St Thomas Street/Tor Street. This feels unfair for other residents where this isn't available and parking in streets outside their homes is difficult. The Town Clerk explained this arrangement was temporary and the details would be circulated to all councillors. It was felt a wider conversation including parking for all of the City was needed.

Cllr Denis asked for the time restriction for the loading bay in Sadler Street, 8am – 8pm, to be reduced. The Town Clerk agreed to investigate.

**25/35/OS DEVOLUTION UPDATE**

There were no additional updates.

**25/36/OS FORWARD PLAN**

Item	Proposed Date for Consideration
Events of Council Land	September 2025
Climate Strategy	September 2025
Recreation Ground Trust AGM feedback	September 2025
Play Strategy Development	November 2025

It was agreed to include Allotment Review, WIB sponsorship and Extended Christmas Market on next month's forward plan.

**25/37/OS ANY MATTERS OF URGENT REPORT**

Cllr Denis raised the following for the Public Transport Plan. In other parts of the country they have a QR code at bus stops for bus information, thereby reducing the need for anything electronic, Somerset may consider a Park & Ride system for Wells, Active Travel crossings for Wells to be included in the Planning development.

The Town Clerk mentioned updating the MAP board at the bottom of Queen Street and the triangle at the bottom of the High Street. Proposals are being made which will be brought to this committee.

The bench outside of the Old Post Office will be removed to support the new business that will open shortly. Suggestions on where to move it were requested.

**25/38/OS DATE OF NEXT MEETING: 2<sup>nd</sup> October 2025, 6pm, Wells Town Hall**

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