

**MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE
WEDNESDAY 23 OCTOBER 2024 AT 6.00 PM**

Present: Councillor M McGuffie (Chairman)
Councillors C Booth, C Govier, M Lithgow and S Pringle-
Kosikowsky and K Wheatley

In attendance: David Farrow (Town Clerk)
Darren Hill (Open Spaces Manager)
Stephen Tate (Climate Change Project Officer)
Steve Saunders – Footpath Volunteer Coordinator
One member of the press
One member of the public

Prior to the meeting starting the Mayor presented Britain in Bloom certificates to voluntary groups from around the town.

346 WELCOME AND INTRODUCTIONS

The Chair welcomed those present.

347 APOLOGIES

There were no apologies.

348 DECLARATIONS OF INTEREST

There were no declarations of interest.

349 MINUTES

RESOLVED to agree the minutes of the meeting held on the 18 September 2024.

350 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no questions or comments.

351 FOOTPATH UPDATE

Steve Saunders provided an update on the footpath volunteers’ work which was noted, and the Committee thanked Steve for his and the volunteers’ work.

352 GREEN CORRIDOR ADVISORY BOARD

The notes of the meeting held on the 24 September were noted.

RESOLVED

- (i) To accept the recommendation of the Board not to proceed with the development of junior sports pitches in 12 Acre Field in light of the findings of the Feasibility Study.
- (ii) That the Playing Pitch Strategy for the town should be revisited and updated in 2025/6 in the context of a wider strategy for sport development in the town.

353 DELEGATED BUDGETS

The report on spend in 2024/5 to date had been circulated prior to the meeting and was noted.

354 OPEN SPACES MANAGER UPDATE

The Open Spaces Manager Update Report had been circulated with the agenda and was noted. **RESOLVED**

- (i) To accept the quote from MJ Fletcher to replace the boards on the pedestrian bridge at Weavers Reach with non-slip composite decking timber at a cost of £7,260 plus VAT to come from the Green Corridor Budget
- (ii) That Riverside Plant Nursery be contracted to transport planters from Somerset Council’s Depot to locations around the town at a cost of £390 plus VAT and that funding of £720 plus VAT be approved for the purchase of topsoil and plants for the planter making a total cost of £1,110 plus VAT to be met from the Environmental Improvements Budget.
- (iii) Quotes had not been received for flailing work so this was deferred until the next meeting.
- (iv) To contract Justin Perry-Jones to undertake clearance work in Great Oak Field in preparation for tree planting as part of the Woodland Creation project at a cost of £150 plus VAT to be met from the Green Corridor Budget.

355 BUDGET 2025/6

A report from the Responsible Financial Officer had been circulated in advance of the meeting and was noted. **RESOLVED** to recommend:

- (i) That a budget for new street lights be reinstated - the Town Clerk to propose a figure based on previous installations
- (ii) That the Basins Allotments Advisory Board be asked to review charges for the Basins allotments
- (iii) That all other cost centres be included in the budget
- (iv) That, at the end of the current financial year, the balance of the Environmental Improvements reserve (current balance c£34k) be closed with the funds being transferred back into the general fund. This process means the suggested £30k budget for the same line in the main 25/26 budget is offset by funds already held.

There being no further business the meeting closed at 7.00pm.

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Councillor M McGuffie
Chairman



BASINS ALLOMENTS ADVISORY BOARD MINUTES
Council Chamber, Wellington Town Council, 28 Fore Street, Wellington TA21
8AQ

Monday 11th November 2024 at 6pm

Advisory Board Present:

Cllr Janet Lloyd (Chair)– Town Council (JL)
Mary Bradford – Plots 25 & 26 (MBD)
Michael Broom – Plots 74 & 75 (MB)
Annette Kirk- Town Council Assets & Events Officer (AK)

Tenants:

Mr Csuzdi – Plot 56
Mr William Crocker – Plot 18a

1. Welcome

The Chair, Cllr Janet Lloyd welcomed everyone to the meeting.
The Chair announced the death of Derrick Tron (Plot 4). The advisory board would like to pass their condolences to his wife and family.

2. Apologies

Councillor C. Govier

3. Plots Available and Waiting List

- a. Plots 7, 19b are not let and currently undergoing ground work. Plots available: Plot 6, 35, 87, 89, 92 and 99.
- b. We are offering the available plots to the remaining 4 people on the waiting list. Facilities Manager to put a notice on social media for people to go on the waiting list.

4. Maintenance and Repairs

- a. Plots 1 & 2 – The advisory board agreed to make this a community/disabled accessible plot and to also incorporate plot 3.

RECOMMENDATION to the Environment Committee to approve in principle the creation of a Community/Disabled plots on plot 1,2 & 3. Members of the advisory board to create a plot layout plan. To have a working party of volunteers to clear the plot. To obtain materials from donations from local businesses.

- b. Hedgerow – Main Track. Facilities Manager to meet the contractor on Friday 15th November 2024.
- c. Hazelnut Trees – to cut down the trees on Plots 33 and Plots 35. The Advisory board agreed that Town Council Open Spaces Team would complete this work.

RECOMMENDATION to Environment Committee to approve the use of the Town Council Open Spaces Team to complete the cutting down of the Hazelnut Trees on Plots 33 and 35.

5. Plot 56

Tenant requested permission to have 5-6 chickens and 2-3 Indian Runner ducks. The Advisory Board agreed the tenant could keep 4 hens max in a small mobile coop and suitable sized run. Tenant to register birds with DEFRA and to provide proof of registration to Town Council.

6. PLOT 3

Advisory Board approved the request for the tenant of Plot 3 to move to Plot 6. Plot 3 to be incorporated into the Community/Disabled accessible plot planned for plots 1 and 2.

7. AOB

- a. W Crocker (Plot 18a) asked that the hedgerow between the community farm and the allotments is cut back and topped. The Advisory Board asked if the Contractor doing the track hedgerow could look at this as well.
- b. D. Capell (Plot 15) asked could he have permission to remove the cherry tree on Plot 7 and keep the wood. The Advisory board agreed that D. Capell could cut down the tree and keep the wood.
- c. The Facilities Manager asked a new rule is put into the Tenancy Agreement: "Tenants are not permitted to carry or use a firearm including an airgun at any time on site." The advisory board agreed to add the new rule to the tenancy agreement for new tenants.

RECOMMENDATION to the Environment Committee to approve the new rule and adopt the new Tenancy Agreement – "Tenants are not permitted to carry or use a firearm including an airgun at any time on site."

8. DATE OF NEXT MEETING: Date to be agreed.

Meeting Closed at 5.44pm



BASINS ALLOMENTS ADVISORY BOARD MINUTES
Council Chamber, Wellington Town Council, 28 Fore Street, Wellington TA21
8AQ

Monday 29th July 2024

Advisory Board Present:

Cllr Janet Lloyd (Chair)– Town Council (JL)
Cllr Catherine Govier – Town Council (CG)
David Lee – Plot 77 (DL)
Mary Bradford – Plots 25 & 26 (MBD)
Michael Broom – Plots 74 & 75 (MB)
Annette Kirk- Town Council Assets & Events Officer (AK)

Tenants:

D Capell – Plot 17

1. Welcome

The Chair, Cllr Janet Lloyd welcomed everyone to the meeting.

2. Apologies

No apologies

3. Plots Available and Waiting List

- a. Plots 7, 19b are not let and currently undergoing ground work. Plot 92 will be available from 31st August 2024 and Plot 97 will be available from 29th September 2024.
- b. 5 people on the waiting list.

4. Maintenance and Repairs

Assets & Events Officer updated the board.

- a. Somerset Council have still not responded on when we will get a delivery of scalpings. AK to follow this up.
- b. Plots 7 & 19B – After much discussion, Complete Weed Control will spray both plots for marestail. The plots will not be available until the ground is suitable for planting.

5. INSPECTIONS

AK reported that following the plot inspections carried out on 23rd April plots 50, 52, 56, 82,86 have been relet.

- MB raised concerns over a number of plots. Meeting arranged for Tuesday 30th July 2024 with AK.



6. ALLOTMENT DOCUMENTS

The Advisory Board reviewed the following documents and changes agreed to:

- a. Rules & Guidance 2024
- b. Co-Worker Agreement
- c. Polytunnel, Greenhouse, Shed application form.

RECOMMENDATION to Environment Committee to adopt the Rules & Guidance 2024, Co-Worker Agreement and Polytunnel, Greenhouse, Shed Application Form.

7. RENT RENEWAL – 29th September 2024

The advisory board noted that the new rent from 29th September 2024 will be £30.00 as set out in Clause 3.1. of the Tenancy Agreement.

8. ALLOTMENTS COMPETITION 2024

Judging date Tuesday 6th August 2024 – Judges: Councillor Janet Lloyd and Mark Joynes, South-West Regional Representative, National Allotment Society

9. AOB

- a. Plots 1 & 2 – MB proposed the Town Council considered overhauling the plots. Rebuilding the raised beds with materials donated and free labour from volunteers. AK confirmed that the current tenant would need to terminate their tenancy before this could be progressed. A meeting has been set up with the tenant of Plots 1 & 2.
- b. Horse Manure – It was agreed that if we could source horse manure and get it bagged and down to the Allotments. This would be available for tenants to use.
- c. AK asked about the disposal of Wasp Nests – It was agreed that it was the Tenants responsibility. Tenants can purchase wasp powder or spray to kill wasps on their plots.

10. DATE OF NEXT MEETING: Monday 28th October 2024

Meeting Closed at 7pm



WELLINGTON
TOWN COUNCIL
Serving Wellington & Rockwell Green

28 Fore Street, Wellington TA21 8AQ
Email: info:@wellingtontowncouncil.co.uk
Phone: 01823 662855

Allotment Rules & Guidance 2024

Everything you need to know when renting an allotment from Wellington Town Council (WTC).

The Allotment Acts 1908-1950 and your Tenancy Agreement give the terms and conditions of your allotment Tenancy. The sites are owned & managed by WTC (Wellington Town Council) and as such, we do require tenants to adhere to our Rules and Guidance for the benefit of all tenants. The Rules and Guidance are in place to ensure that tenants maintain their plots with best practice, to ensure that neighbouring tenants are not inconvenienced in so far as is possible.

Under Schedule 1 "Conditions of Use" of your tenancy agreement, the council has the right to enforce additional rules which fall outside your tenancy agreement itself. These rules have been developed in consultation with the Basins Allotments Advisory Board and the Council, to try to strike a balance between allowing tenants the freedom to garden their plot in the way that they chose to, whilst ensuring that this does not infringe on other allotment holders.

Therefore, the following, is a list of rules which WTC expect its allotment holders to comply with. Reports of non-compliance will be investigated and assessed on a case-by-case basis. Non-compliance will lead to immediate termination of tenancy agreement, in other cases warning letters will be sent out. If two warnings are issued, then WTC will serve a Notice To Quit to terminate tenancy with immediate effect.

Allotments are often busy places with many allotment holders all sharing the site and working in close proximity to each other. People differ in the way that they manage their allotment, and this may not be the same way that you may manage your own. We therefore ask all allotment holders to tolerate each other and work together, but equally report any concerns as soon as possible to ensure that it can be investigated in the line with our procedures.

Any reports of non-compliance will be investigated on a case-by-case basis and the types of evidence which will be looked at (but not restricted to) will be; written evidence submitted, witness statements, complaints received, physical evidence on site, police statements, photographs etc. Any complaints from other plot holders making an allegation of non-compliance can only be accepted as written statements submitted to the Town Clerk.

In the case of non-cultivation there will be two warnings given, if your plot is not brought up to an acceptable standard, within the set time frame, then a notice to quit will be served.

If you do bring your plot up to an acceptable standard within the time frame, but then let it fail again within three months of it being at an acceptable standard one warning and a notice to quit will be served.

Failure on the Town Council's part to not enforce any of these rules, cannot be interpreted as a waiver of that rule, nor does it in any way prevent the Town Councils' ability to enforce that rule again in the future.

- The Town Council has the power to make rules in order to regulate and manage the letting and use of individual allotments on its allotment sites.
- The Tenant is bound by the Town Council's Rules and Conditions and by any relevant legislation being in effect at the time.
- Changes to these rules apply to all Council Allotment tenancies and the revised Rules replace those previously in force.
- These Rules apply in general to all the Council's allotment sites. Any specific variations will be notified to the Tenant to whom it applies.
- These Rules may be amended from time to time and a copy of these will be made available as defined under 'Notification.'
- Failure to comply with the Rules or conditions of tenancy will result in action being taken to terminate the tenancy.
- The Council accepts no responsibility for loss by accident, fire, theft, or damage on any Allotment. Tenants are advised not to store any items of value on the allotment.
- Any costs incurred by the Council in undertaking works in default of a Notice or clearing away any material at the termination of the tenancy will be recharged to the Tenant.
- At the commencement of the tenancy the Tenant shall assume responsibility for all items on the Allotment. The Council reserves the right to alter, amend or suspend these rules in relation to a specific Tenancy.

Terms and Conditions

1. Allotment Use and Storage

- 1.1. Tenants must use their Allotment and any structures on it for their own personal use and must not carry out any business thereon or sell produce from it.
- 1.2. The Tenant may use the Allotment only for those horticulture purposes that the Council deems appropriate.
- 1.3. Only materials for use on the Allotment may be stored there, such as beanpoles, clothes, pots, and netting for seasonal use.
- 1.4. Storage of other items is not permitted.
- 1.5. The use or storage of asbestos, carpets, tyres, large areas concrete, bulky plastics, play equipment, items of large furniture (excluding limited seating for a rest area), glass panes/windows, plastic sheeting (other than for ground cover), Building rubble or other waste materials, batteries/electrical items (excluding garden tools) hazardous substances, or waste, large metal items which are not intended for the purpose of allotment gardening are not permitted on the site.
- 1.6. Allotments must be kept in a clean and tidy manner with no waste evident and structures utilised either for storage of tools and materials or for cultivation purposes. Cultivation and Weed Control

2. Cultivation and Weed Control

- 2.1. The Allotment is let on the condition that it is maintained in a state of proper Cultivation and must be maintained in such a manner that 75% of the area is in a state of active Cultivation unless by agreement with the Authorised Officer.
- 2.2. It is the Tenant's responsibility to keep the Allotment free of weeds, grasses (other than on pathways) and overgrowth that may cause a nuisance to adjoining Tenants. Any growth must be commensurate with an allotment space or under adequate control.
- 2.3. No monoculture cropping on allotment plots.
- 2.4. The council promotes usage of allotment plots to aid biodiversity and habitat. Such usage must be in line with proper cultivation and in keeping the allotment plot in a tidy manner.

3. Waste Materials and Pollutants

- 3.1. Carpet may not be brought onto site or used in any way on an allotment. Any carpet found on an allotment will need to be removed immediately.
- 3.2. Tyres cannot be brought onto site or used in any way on an allotment.
- 3.3. The use of concrete for shed bases, glass houses or for paving, or any solid brick and cement structures is not permitted (dry laid slabs are permitted).
- 3.4. Waste material, including green waste, may not be brought onto the Allotment site.
- 3.5. Compostable material originating from the Allotment must be stored for use in a composter or purpose-built enclosure.
- 3.6. The Tenant must not allow any decaying matter to remain on the Allotment Garden which may cause a nuisance or annoyance. The Tenant is responsible for their own waste and must dispose of accordingly.
- 3.7. Materials must only be brought onto allotment plots for immediate or near-term use.
- 3.8. Do not fly tip any materials or rubbish from your plot, or from off site, anywhere else on the allotment site, this includes onto vacant plots, or spaces on the site.

4. Structures, Paths, and Fences

- 4.1. The written permission of the Council is required before any structure may be placed on an Allotment.
- 4.2. Any structure on the Allotment must be temporary and must be maintained in safe condition.
- 4.3. Upkeep of any structures must be ongoing so that these should not be allowed to deteriorate.
- 4.4. Tenants taking on an Allotment with existing structures will need to adhere to the ongoing upkeep of those structures.
- 4.5. Structures shall be made from non-hazardous materials and shall be in keeping with the general environment. The use of tyres and similar materials is not permitted.
- 4.6. If the Council is not satisfied with the condition of the structure the Tenant must either repair it to the Council's satisfaction or remove the structure within one month of an instruction to do so.
- 4.7. Allotment associations subject to an Allotment Management Agreement with the Council may limit the size of structures specific to their site.
- 4.8. Structures shall not exceed in size 6'x 4' unless written permission is given by an authorised officer.
- 4.9. Structures must be adequately secured

- 4.10. Structures must be kept within the boundary of the Allotment and must not be constructed over underground utilities (e.g., water supply pipes).
- 4.11. Solid fences adjacent to neighbours Allotments should not exceed 1 metre in height and wire and trellis fences should not exceed 1.5 meters in height.
- 4.12. The use of barbed (type) wire is prohibited.
- 4.13. No materials, plant or structures are to be attached to Council fencing.

5. Structures at the termination of the Tenancy

- 5.1. The Council accepts no responsibility for structures left on the allotment at the termination of the tenancy.
- 5.2. Any such structures should be removed by the outgoing tenant unless it is left by agreement in writing with the Authorised Officer for the benefit of the incoming tenant or others on the site.

6. Paths & Principal Paths

- 6.1. All paths between Allotments must be maintained at a minimum of 600mm (2 feet) wide and be cut and maintained to the nearest half width by each adjoining tenant.
- 6.2. Paths must be kept clear of obstructions at all times.
- 6.3. Principal Paths must not be obstructed or parked on by vehicles.

7. Water, Bonfires and Other Restrictions

- 7.1. Hosepipes or similar siphoning devices are not to be used to remove water from any water trough and Tenants must take every precaution to prevent contamination of the troughs or water supplies, e.g., tools and containers should not be rinsed in the troughs.
- 7.2. Bonfires must be individual only for each plot (no collective bonfires) and must be contained.
- 7.3. Bonfires are permitted only between 15.00 and 19.00 in the summer and 15.00 and dusk in the winter.
- 7.4. Nuisance to neighbours must be avoided at all costs.
- 7.5. All bonfires must be extinguished by dusk.
- 7.6. No material other than that produced on the Allotment may be burnt. The use of accelerants is prohibited.
- 7.7. Only dry vegetable material may be burnt.
- 7.8. All potentially hazardous materials should be removed from the allotment site and disposed of at the relevant civic amenity site.
- 7.9. Tenants may not remove soil or similar materials from the site.

8. Trees, Hedges, and Invasive Plants

- 8.1. The planting of trees on the Allotment is restricted to those on dwarfing rootstocks.
- 8.2. Where trees planted prior to rule changes to dwarf rootstock only, these must be managed and maintained in line with the advice of the Authorised Officer so as not to become overgrown, excessively sizeable or to shade out adjacent plots or prevent cultivation in line with the non-cultivation rules.
- 8.3. Tenants must not, without consent of the Authorised Officer, cut or prune any trees outside their own Allotment.

- 8.4. Large or invasive plants including (but not confined to) bamboo, willow and forms of hazel may not be grown on the allotment.
- 8.5. Tenants are responsible for maintaining any hedge or fence on their Allotment. Hedges abutting the Allotment should be trimmed so as not to obstruct pedestrian or vehicular access or restrict the use of adjoining Allotments.
- 8.6. Cutting of trees and hedges should not be undertaken during bird nesting season (1 March – 31 Aug).

9. Assignment and Sub-Letting

- 9.1. The Tenancy of an Allotment is personal to the Tenant named on the agreement.
- 9.2. The Tenant may not assign or sublet all or part of their Allotment or structures thereon.
- 9.3. The Tenant may share the use of the Allotment and or structures by agreement with the Authorised Officer.
- 9.4. The tenant or their visitors may not enter onto or cross another Allotment without the express permission of the Tenant of that Allotment or in the case of a vacant Allotment, the Authorised Officer.

10. Dogs, Livestock

- 10.1. Dogs must not be brought onto any Allotment unless they are kept on a lead or otherwise restrained at all times. Dogs may not foul the site or stray onto other Allotments.
- 10.2. The burial of animals on any Allotment land is strictly forbidden.
- 10.3. Tenants to request permission from the Town Council if they wish to keep hens. Any part of the Allotment used for keeping hens must be securely and adequately fenced to the satisfaction of the Council.
- 10.4. Animal welfare guidelines must be followed and livestock provided with suitable and sufficient living conditions, diet and water.

11. Rent

- 11.1. Rents will be reviewed and will rise by the amount agreed by the Council prior to the 1st April each year.
- 11.2. Rent increase will apply to all tenants irrespective of whether the individual tenant has been advised of the increase. It is the tenant's responsibility to acquaint themselves of the increase.
- 11.3. Any increase in rent will apply from the 30th September of each year and will be announced by way of a notification via email.
- 11.4. If the rent remains unpaid for a period of more than 30 days from the due date, the Allotment shall be considered vacant and will be re-let.
- 11.5. The rent year runs from 30th September. Tenants taking up an allotment within the rent year will be required to pay:
 - 11.5.1. Between October to March the charge will be 100%
 - 11.5.2. Between April and July the charge will be 50%
 - 11.5.3. August and September there will be no charge.
- 11.6. A tenant may relinquish their Allotment at any time, or have their tenancy terminated for breach of the tenancy agreement before year end but no rebate will be payable.
- 11.7. The tenant must remove any items or derelict structures from their Allotment before the end of their tenancy.

- 11.8. Tenants should only take on an additional allotment plot when the waiting list for the site is exhausted. Permission must be given by the Authorised Officer.
- 11.9. Tenants must immediately inform the Council in writing of changes of address and contact details. If a Tenant moves to an address outside of the boundary of the Wellington Town Council their tenancy will be terminated.
- 11.10. Notices to be served by the Council on the Tenant may be sent to the Tenant's address in the Tenancy Agreement (or as subsequently notified to the Council under these rules) by ordinary post or served on the Tenant personally or by email; or placed on the Allotment. Written information for the Council should be sent to Wellington Town Council or by email to info@wellingtontowncouncil.co.uk.

12. Site Safety and Security

- 12.1. No Tenant may cause or permit harassment, alarm or distress to another occupier or user of the Site.
- 12.2. It is the responsibility of the Tenant to ensure that their use and occupation of the Allotment does not represent a danger to themselves or others visiting the Site.
- 12.3. Anything on the Allotment which is considered hazardous by an Officer of the Council shall be removed.
- 12.4. Storage of fuels, other than small amounts (5 litres) for immediate use is prohibited.
- 12.5. Tenants may not bring, use, or allow the use of barbed or razor wire or any similar material on the Allotment.
- 12.6. Do not give site access code to other people or allow them to visit your plot unsupervised unless they have been identified as a helper/regular visitor.
- 12.7. All Tenants must lock gates on entry and departure to prevent access by unauthorised people or animals. This applies even if the gate is found to be already unlocked on arrival / departure.
- 12.8. Children brought onto the site must be closely supervised at all times and not allowed to access any other Allotment Garden other than the Tenants.
- 12.9. Nothing shall be done on the Allotment that will cause a nuisance to users of the other Allotments or those adjoining the Site.
- 12.10. No overnight staying on the allotments.
- 12.11. Only tenants and nominated individuals are authorised to be on site. Any variation must be agreed with the Authorised Officer.
- 12.12. Do not remove anything from a vacant plot, including sheds, greenhouses, plants, crops etc unless given permission to do so by the Council (the Council will not accept written or verbal permission from the previous tenant)
- 12.13. Do not take anyone else's produce or property from their plot without their permission.

13. Vehicles, Tents and Caravans

- 13.1. Motor vehicles may only be parked within a designated parking area.
- 13.2. Caravans and live-in vehicles are not permitted on any Allotment land overnight.
- 13.3. The overnight use of tents or other temporary structures is not permitted on the Site.

14. Allotment Numbering and Notices

- 14.1. An Allotment number will be put on a post and must be kept visible from the Principal Path or main access path.

- 14.2. Only Site Society or Association, and Council information may be displayed on Allotment notice boards, where provided.

15. Observance of Rules

- 15.1. These Rules supersede any previous rules in force on Allotment Gardens or land managed in a similar way by the Town Council.
- 15.2. The Authorised Officer reserves the right to amend or waive any Rule in respect of a particular Tenancy where they consider the need is justified.
- 15.3. Tenants must observe and comply with current rules and regulations and those which the Council may make at any time in the future.
- 15.4. Rules will be posted online on the Council website www.wellingtontowncouncil.co.uk.
- 15.5. Tenants must comply with any reasonable or legitimate directions given by the Authorised Officer in relation to an allotment or site.
- 15.6. If a Tenant fails to use or keep their Allotment in compliance with these Rules, they shall be served a Warning Notice giving them 28 days to remedy the situation as specified.
- 15.7. Failure to comply with the requirements of the Warning Notice will result in a Notice to Quit the Allotment.
- 15.8. The Notice to Quit will require the Tenant to deliver vacant possession of the Allotment within one calendar month of the date of service of the Notice.
- 15.9. It is the Tenant's responsibility to notify the Council in writing if they are unable for health or other reasons to maintain their Allotment. A Warning Notice will be served before a Notice to Quit except where in the opinion of the Council's Authorised Officer the use of the Allotment or the behaviour of those associated with it is such that the Tenancy should be terminated immediately.
- 15.10. A Notice to Quit will be served if two previous Warning Notices have been served during the course of the tenancy.
- 15.11. The Authorised Officer reserves the right to enter onto the Allotment without prior notice to inspect the condition thereof or undertake groundwork or emergency repairs.

16. Observance of Rules, Disputes, etc.

- 16.1. Interpretation of these rules will be made by the Authorised Officer.
- 16.2. The Council's decision in any dispute is final
- 16.3. Where allotment tenancies are rented to a group, they are collectively subject to additional rules issued by the Authorised Officer.

17. Tenancy Termination

- 17.1. The Tenancy will be terminated where the right of occupation of the land by the Council is terminated.
- 17.2. Otherwise, the Council will give the tenant one month's written Notice to Quit if:
- 17.2.1. The rent is in arrears for 30 days or more (whether formally demanded or not).
- 17.2.2. The Tenant is in breach of any of these rules or of their tenancy agreement.
- 17.2.3. The Tenant no longer resides within the Town.
- 17.2.4. The Tenant has given 28 days' notice to terminate the Tenancy either by post to Wellington Town Council or by emailing

info@wellingtontowncouncil.co.uk giving details of the Allotment name and the Allotment number.

17.3. Upon the death of a Tenant, their partner may apply to the Council within four weeks to take over the Tenancy.

17.4. Any costs incurred by the Council in respect of the condition of the allotment at the termination of the tenancy will be recharged to the outgoing tenant.

Terms and Interpretation In these Rules, the words used are to have the following meaning:

Allotment: An Allotment Garden (as defined Allotment Act 1922) is an area of land that is let by the Council for the cultivation of vegetable crops, fruit, flowers, and herbs.

Authorised Officer: An Officer of the Council delegated by them to perform the function.

Cultivation: Keeping the Allotment in good productive order or maintained in a manner acceptable to the Authorised Officer. The maintenance and improvement of soil, the control and prevention of flowering weeds and self-set plants which may be a nuisance to other tenants, the production of ornamental plants, vegetable crops, fruit, flowers, and herbs.

Notice: A formal direction to an individual Tenant served under the Conditions of their Tenancy (whether oral or in writing).

Notification: Any general information regarding the management of the Allotments which will be displayed as follows:

- The Town Council's web site
- By Notice affixed at the Entrance of the Allotment site
- By Notice available at the Council's offices

Paths: Dividing paths between Allotments.

Principal Path: A common route within the site for vehicular and pedestrian access to allotments.

Rent: The annual rent payable for the tenancy of an Allotment.

Site: Any area of Allotments that are grouped together.

Structure: A building, shed, greenhouse, shelter, hard standing, animal run or hutch or poly tunnel.

Tenancy agreement: A legally binding written document which together with the Rules and Conditions records the terms of letting of a particular allotment(s). The Tenancy confers rights, privileges and responsibilities to the Tenant over the Allotment and shared facilities of the site.

Tenant: A person that resides within the Town boundary, who holds the **Tenancy Agreement and is the primary user of an Allotment.**

The Council: Wellington Town Council.

I confirm that I have read and understood the documentation above:

Signed by Tenant

Date.....



28 Fore Street, Wellington TA21 8AQ
Tel: 01823 662855

Email: info@wellingtontowncouncil.co.uk

Allotment Co-Worker Agreement

THIS AGREEMENT IS MADE THE _____ day of _____

The Council: Wellington Town Council

The Co-Worker: Title:
First Name:
Surname:

Co-Workers Contact Address:
Details: Telephone:
Email:

Tenant's Contact Details: Name:
Telephone:
Email:

Date of Commencement:
Allotment garden details: Site:
Plot Number:

WHEREBY the Council agrees, and the Co-Worker agrees to work on the plot referred above and shall always comply with the terms and conditions stated in the Tenancy Agreement. However, if the Tenant does not pay the annual rent in advance and at a proportionate rent for any part of a year which the tenancy may extend then the tenancy may be terminated. This co-worker agreement does not permit the assignment of the tenancy agreement to the co-worker in any circumstances.

Signed by the said Council Officer _____

Signed by the said Co-Worker _____

Signed by the said Tenant _____



28 Fore Street, Wellington TA21 8AQ
 Tel: 01823 662855
 Email: info@wellingtontowncouncil.co.uk

POLYTUNNEL, GREENHOUSE AND SHED APPLICATION FORM

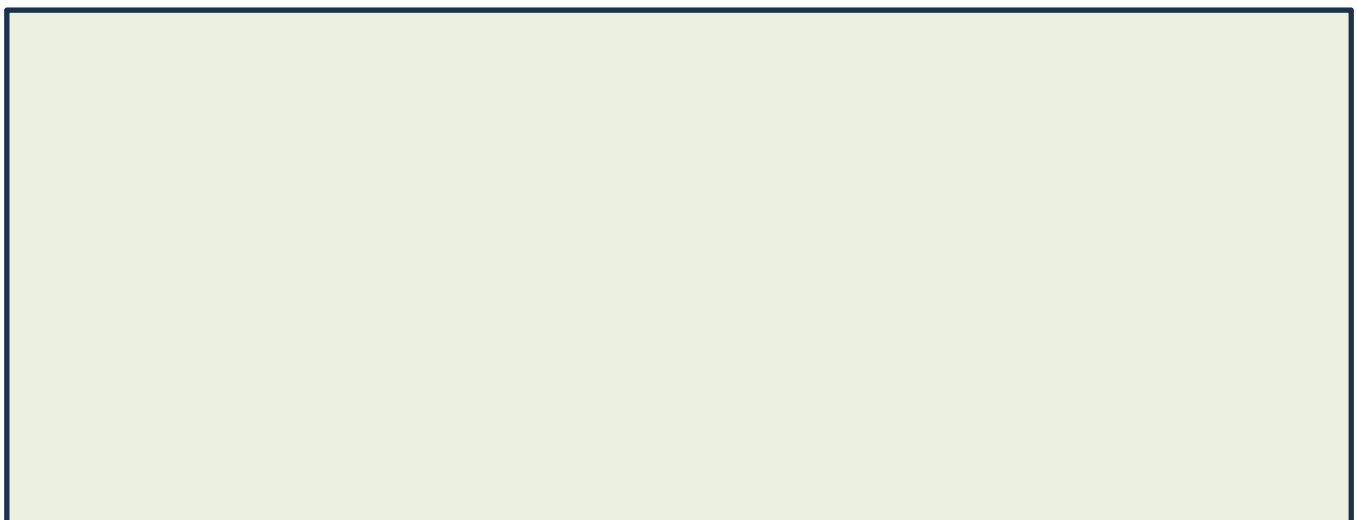
SURNAME:	
FIRST NAMES:	
ADDRESS:	
POSTCODE:	
TEL:	
EMAIL:	
ALLOTMENT SITE:	
PLOT NUMBER:	

I hereby make application for permission to erect a polytunnel, greenhouse, and/or shed on the above-mentioned plot and I agree to comply with the Council's terms and conditions in respect of buildings maintenance and use of a polytunnel, greenhouse, and/or shed on allotments set out below:

I would like to erect a polytunnel: Size: _____
 I would like to erect a greenhouse: Size: _____
 I would like to erect a shed: Size: _____

A water collection system must be installed to the structure.

Please indicate the intended position of the new structure and any existing structures on your plot on the sketch below (this oblong represents your plot):



Open Spaces Manager Report November 2024

Since our last meeting we have working hard on the following:

Depot

We have quotes back to deal with the alarm and fire system, raking has been installed and new signage is up, the container at Rockwell Green



Green Corridor

We had a meeting with Rosie from the Woodland Trust to ensure we had everything ready for the tree planting on the 23rd of November.

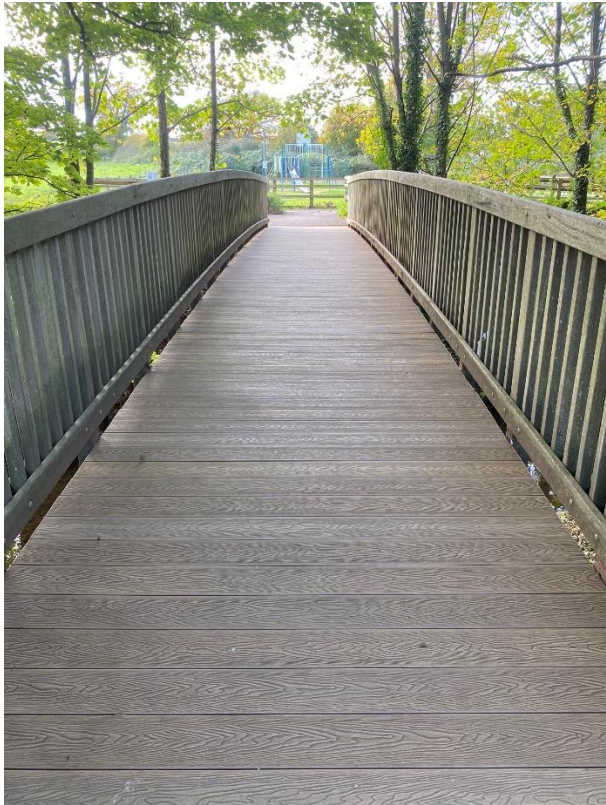
I have asked for quotations for the fencing works on Weaver Reach Play Area next to Fox's Field.

Works at Gay Close Update

The residents have been consulted on the tree planting, RW Gale are due to start there the second week in January 2025, the trees have been ordered.

Bridge at Weaver Reach

The resurfacing works to the bridge at Weavers Reach has been completed, this looks fantastic, and we have received a lot of compliments about it. It also only took 3 days work on site as Mike spent the weekend pre-cutting the decking.



Wellington Park and Other Areas

The bulb planting in the Park has been completed, WTC worked Somerset Council staff to ensure the park was looking as good as possible for the Remembrance Service in the park.

The bulbs have been planted around the Welcome to Wellington Signs and in the containers in the town, other areas are also planned such as Tonedale.

Lancer Court has been tidy up and bedding has been planted.

Tiny Forest Delivery

Stephen and I took delivery of whips for the tiuny forest to be planted in Wellington. They have been stored at the new depot, ready to be planted in the next few weeks.



Green Flag Application 2025

I am currently working on the Green Flag application for 2025 for Wellington Park and Swains Nature Reserve. This involves updating and revising the management plan, this will now be formulated to look like a WTC document. I am hoping to have everything ready by Christmas.



WELLINGTON TOWN COUNCIL



Presentation of Quotes to Council

This form is to be used to present quotations for works that do not necessarily require full background papers.

General Information			
Completed By	Darren Hill		
Presented To	Environment Committee		
Brief Introduction and Description	To tractor flail the hedges around Wellington, mainly on the approaches, this is work which SC used to undertake, however, this has not been done for a few years, this will help WTC at the start the cutting season. This also includes Basins Allotments and Community Farm		
Implications (eg. H&S)	H&S Risk Mowers, bikes and vehicles will be pushed into the road.		
Financial			
Specification	Trailer Flail areas		
Quote 1	Quote 2	Quote 3	
J Perry Jones £640.00+VAT	RW Gale No Price Returned	Dave Gardner Contracting No Price Returned	
Budget Code	Green Corridor		
Budget Total	£30,000	Current Budget Available	£16,056
For Office Use			
Reviewed by Town Clerk/RFO?	Y / N	Date of Meeting Presented	22/11/24
Lead Officer	Darren Hill		

Photos & Other information



WELLINGTON TOWN COUNCIL



Presentation of Quotes to Council





WELLINGTON TOWN COUNCIL



Presentation of Quotes to Council

This form is to be used to present quotations for works that do not necessarily require full background papers.

General Information			
Completed By	Darren Hill		
Presented To	Environment Committee		
Brief Introduction and Description	To replace broken fencing in the play area at Weavers Reach, this sides on to Fox's.		
Implications (eg. H&S)	H&S Risk Dogs are able to access he play area, and the posts and rails are a trip hazard.		
Financial			
Specification	Replace timber posts and rail and wire mesh as per the rest of the fencing.		
Quote 1	Quote 2	Quote 3	
MJ Fletcher £2,382.77	Howards Landscapes LTD	Abacus Construction Limited	
Budget Code	Green Corridor		
Budget Total	£30,000	Current Budget Available	£16,056
For Office Use			
Reviewed by Town Clerk/RFO?	Y / N	Date of Meeting Presented	22/11/24
Lead Officer	Darren Hill		

Photos & Other information





WELLINGTON TOWN COUNCIL



Presentation of Quotes to Council





WELLINGTON TOWN COUNCIL



Presentation of Quotes to Council

This form is to be used to present quotations for works that do not necessarily require full background papers.

General Information			
Completed By	Darren Hill		
Presented To	Environment Committee		
Brief Introduction and Description	The fencing on the basins needs repair the corner post has gone and needs to be taken back past the bin, photo below:		
Implications (eg. H&S)	H&S Risk to pedestrians		
Financial			
Specification	To re-erect new post and rail fencing to match the remaining fencing.		
Quote 1	Quote 2	Quote 3	
MJ Fletcher £721.00			
Budget Code	Green Corridor		
Budget Total	£30,000	Current Budget Available	£16,056
For Office Use			
Reviewed by Town Clerk/RFO?	Y / N	Date of Meeting Presented	20/11/24
Lead Officer	Darren Hill		

Photos & Other information





WELLINGTON TOWN COUNCIL

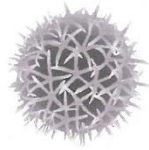


Presentation of Quotes to Council

This form is to be used to present quotations for works that do not necessarily require full background papers.

General Information			
Completed By	Darren Hill		
Presented To	Environment Committee		
Brief Introduction and Description	Isabel Ward has written a book about the past 40 years of Wellington in Bloom, there has been may local people including councillors mentioned. Other local people have also contributed to the book. This can be sold in our reception and bookshop in Town.		
Implications (eg. H&S)	No H&S issues		
Financial			
Specification			
Quote 1	Quote 2	Quote 3	
Mandy Bloom Memoirs £581.60 for 50 copies			
Budget Code	Promotion of Wellington <i>*This will need to form a recommendation to Full Council as this budget is not delegated to this committee.</i>		
Budget Total	£5,000	Current Budget Available	£2,006
For Office Use			
Reviewed by Town Clerk/RFO?	Y / N	Date of Meeting Presented	20/11/24
Lead Officer	Darren Hill		

Photos & Other information



Mandy Bloom
Memoirs

Mandy Bloom Memoirs
6 Lockett Drive,
Ansford,
Castle Cary,
Somerset,
BA7 7FQ.

01963 361595/07969 333940
www.mandybloom.co.uk

Client Book Printing Agreement

Name & Address:	Isabel Ward, 43 Mantle Street, Wellington, TA21 8AX.		
Title of Book:	WELLINGTON IN BLOOM	No of Pages:	56
Date Final Draft Sent:	5 th November 2024	No of Copies:	30 OR 50
Cost of Printing: Design Costs		£150 OR £230 (please choose) £351.50	
PLEASE TICK TO CONFIRM: *	FINAL DRAFT APPROVAL		
*	<ul style="list-style-type: none"> I have read the Final Draft of the above publication (sent 5th November) and have confirmed any final amendments I wish to be made. 		
*	<ul style="list-style-type: none"> I acknowledge that Mandy Bloom takes no responsibility for any legal issues such as copyright of material reproduced, errors, libel etc. 		
*	<ul style="list-style-type: none"> No ISBN barcode is needed. (eg for sale through retail bookshops/Amazon) 		
*	<ul style="list-style-type: none"> Mandy Bloom may use images of the book in her marketing/on website 		
*	<ul style="list-style-type: none"> I note the current delivery time of the books is approx. 10 -14 working days after returning this form and payment received. 		
Printing Spec:	PAPERBACK COVER: Paperback- SOFT TOUCH FINISH – GREEN COVER DESIGN CHOSEN INSIDE PAPER: Silk, 130g.		
Signed: (Client) *		Date:	
Signed: (MB)	<i>Mal Bloom</i>	Date:	<i>5/11/2024</i>

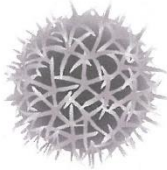
Please sign + return with payment.



WELLINGTON TOWN COUNCIL



Presentation of Quotes to Council



*Mandy Bloom
Memoirs*

Mandy Bloom Memoirs
6 Lockett Drive,
Ansford,
Castle Cary,
Somerset,
BA7 7FQ.

01963 361595/07969 333940
www.mandybloom.co.uk

INVOICE			
<p>To: Isabel Ward, 43 Mantle Street, Wellington, TA21 8AX. Date: 5th November 2024 Ref: WELLINGTON IN BLOOM</p>			
DATE OF ORDER:	ITEM No:	DECIPTION:	AMOUNT:
3 rd October 2024	831/24	Design and layout of Wellington in Bloom. 8,300 words - @£20 per thousand 65 photographs/images @ £2 each Cover Design Printing & Postage of drafts x 2 To print 30 copies, 56 pages, 210 x 210mm paperback, soft touch cover, including delivery from printers Total Printing Cost - £150 (or 50 copies exactly as above - £230)	£166.60 £130.00 <u>£40.00</u> £336.60 £15.00 <u>£150 OR £230</u>
TOTAL: (NO VAT PAYABLE)			£501.60 (OR £ 581.60 for 50) *
<p>Payment is required prior to printing please.</p> <p>Cheque: to Mandy L Bloom, 6 Lockett Drive, Ansford, Castle Cary, Somerset, BA7 7FQ. OR - BACS Transfer: A/C Name: Mandy L Bloom A/C Number: 00284409 Sort Code: 30-18-16 (TSB Somerton)</p>			

Please choose according to how many copies required.

Env / open spaces / climate change draft budget items 2025 to 2028

requires attention / prioritisation / scheduling into Current and future years

Mike McGuffie - 14th October 2024

Sheet 1 Long list inc Green Corridor and Climate

Sheet 2 Transition Town suggestions

Item no.	Project Title / comments	Description	Benefits	Fin year	NOTES	Darren Hill's Comments
A1	Green corridor – urgent issues	Green corridor – urgent issues		25/26		
A2	Green corridor – urgent issues	ACCESS ACROSS VICTORIA FALLS IS UNSAFE / FALL RISK	Signs / barriers to tell people not to use (own risk signs not sufficient?)	25/26		Signage £500
A3	Green corridor – urgent issues		may require diversion via new path and bridge.	25/26		
A4	Green corridor – urgent issues	ACCESS TO THUNDER BRIDGE FROM RIVERSIDE MEADOW IS UNSAFE - TRIP HAZARD BY STEPPING STONES	Ramp or flatter stones on WTC land – possible ramp?	25/26		Awaiting further discussions
A5	Green corridor – urgent issues	FOX'S FIELD SWIMMING SPOT REQUIRES WARNING SIGN ABOUT DROP FROM BANK (ALSO WARNING ON FOX'S FIELD ENTRANCE REQUIRED)	Avoid accidents	25/26		Sign £100
A6	Green corridor – urgent issues	PUBLIC FOOTPATH THROUGH CROWN LAND TO PEDESTRIAN RAILWAY CROSSING – divert path, repair fence	Avoid accidents	25/26		This could cost £5k
A7	Green corridor – urgent issues	FOOTPATH FROM BASINS GATE TOWARD ROCKWELL GREEN - FLOODING CAUSING TRIP / ICE HAZARD.	Avoid accidents with drain	25/26		French Drain £2k
A8	Green corridor – urgent issues	PIPES AND DEBRIS IN RIVER BY WEAVERS REACH – Somerset to remove rubbish from water	Ask somerset council	25/26		Open Spaces Team to do no charge

Green Corridor and Climate

B1	Signs and leases	Sub totals		25/26		
B2	Signs	Signage - information / warnings / maps	Required by lease Guides and helps residents	25/26	TTW thinks 2.4K just for design	
B3	leases	Lease conditions (list, implement, monitor)	Task – no cost			
C1	Bridges					
C2		rope bridges into great meadow (up to two);	access	27/28		This will be part of the bigger picture with all groups.
C3		rope bridge into riverside meadow (up to one)	access	26/28		
C4		disabled bridge into riverside meadow (up to one)	access	25/26		
D1	gates					
D2		Great Field – new pedestrian gate and field gate	access	25/26		We can make an opening in the field next to the field gate £100
D3		Gates and fences (various)	access	26/28		
E1	Paths	Paths				
E2		round fox's field- disabled?	Hoggin	26/28		Review all path proposals through 25/6 including public consultation
E3		park run across GC (2.5 km - hoggin)	Paid by sports grant	26/28		
E4		cutting of grass paths in most fields	As part of maintenance	26/28		
E5		Riverside meadow – disabled path		27/28		
E6		cycle paths / bridges	With other paths	26/28		
E7		Water stepping stones – Thunder birdge		25/26		
F1	health and safety – inspections, actions , system, incidents		Compliance / risk control / insurance	25/26		
F2				25/26		

Green Corridor and Climate

G1	public engagement			25/26		
G2		publicity	Increase use of GC	25/26		
G3		promotion to residents	Increase use of GC	25/26		
G4		promotion of Wellington to wider area	Increase use of GC	25/26		
G5		Coordination of plans and developments	Admin overhead	25/26		
H1	Play equipment			27/28		
H2		fitness trails	Installation and maintenance	27/28		This could be looked at next year.
H3		childrens play ezuipment / areas	Installation and maintenance	27/28		
H4		Other equipment				
J1	Toilets			27/28		
J2		installation		27/28		
J3		maintenance		27/28		
K1	Catering			27/28		
K2		locations / licences		27/28		
L1	Dog walking / access issues – signs and fences			25/26		
L2		areas without people (for wildlife)		25/26		
L3		areas without dogs running free (for wildlife and people)		25/26		
M1	Field maintainence			25/26		
M2		Fencing dog free area at the top of the down	For children and adults	25/26		£3K
M3		Fencing the farm / patk run	By Grant?	26/28		
M4		planting the orchard south of the farm	By grant?	25/26		
M5		new entrance and gate for Great Meadow	access	25/26		Already accounted for
N1	Funding events / exhibitions / installations			27/28		
N2		permament structues		27/28		
N3		tempoary structures		27/28		
O1	Crown Land					

Green Corridor and Climate

O2		Repair fences	By footpath by river to rail crossing	25/26		
O3		Put money aside for linden Bridge replacement	Assume road bridge and 5 years / 10 years and 300k cost	25/26		
P1	Purchase of land			26/27		
P2		May wish to get more land if it becomes available (i.e. fields and farms)	Building capital budget	26/27		
Q1	Biodiversity in Wellington and neighbouring parishes			25/26		
Q2		Will want to coordinate with these.	Time and admin	25/26		
R1	Trees			25/26		
R2		High street planters for larger trees (already funded)	Four to five large planter sfor large trees – 10 year life	25/26		
R3		Highway land planting	Trees and habitats	25/26		
S1	Open spaces / playgrounds			25/26		
S2		Mainenance (grass/ trees and equipment)	requiried	25/26		Already accounted for
T1	Climate change		Reduce carbon / increase resilience			
T2		Insulation	Warmer residents campaign and grant identification	25/26		
T3		TRANSPORT - Car clubs	Mobile residents get supplier	25/27		
T4		TRANSPORT – Peer to peer car hire	Mobile residents identify and promote	25/28		
T5		TRANSPORT – Speed limits	Safe residents Somerset lobbying support promotion	25/29		
T6		TRANSPORT - Active Travel promotion	Mobile residnets Somerset lobbying support promotion Greenway to Taunton	25/30		

Green Corridor and Climate

T7		TRANSPORT – TTW suggestions	20mph on critical roads, Station Rd/Corams, Fore St, Courtfields school entrance, etc	25/31		
T8		TRANSPORT - TTW suggestions	Cycling: Encourage cycling through town, but off the main road, on back roads and paths, signage and route plans.	25/32		
T9		TRANSPORT – Free buses	Mobile residents helps less well off	25/33		
T10		Food	Healthy and secure residents Support local initiatives	25/34		
T11		Awareness raising	Gain acceptance and support	25/35		
T12		Energy generation / security	Powered residents Grants and projects may require separate company and partners	27/28		
U1	Premises					
U2		Fore street council offices	Development and maintenance			
V1	Miscellaneous Information			25/26		
V2		Requests from GC partners	As detailed in document from TTW and to be considered by GC advisory group (with further additions expected). See sheet 2 and 3 for more detail)	25/26		
V3		Grants obtained from GC partners. Hopefully offset some of the cost the requests	As detailed in document from TTW and to be considered by GC advisory group (with further additions expected). See sheet 2 and 3 for more detail)	25/27		
TOTAL	total		TOTAL			£10,700