Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
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DRAFT

Minutes of the Events & Planning Committee held on 04/11/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Chris Davies (Chair)
Cllr Estelle Bleivas
Cllr Jackson Quarrell
Cllr Kelly Meredith
Cllr Morag Bailey
Cllr Nick Howells
Cllr Revd William Rowell

Apologies for absence:

Cllr Dr Ben Gwalchmai
Cllr Phil Owen

Absent:

Also in attendance:

Cllr Phil Pritchard
Cllr Vix Davis
Kimberly Wright - Events & Markets Manager
Wendy Lewis - Community Services Manager

EP041126/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting and reminded attendees to show respect for everyone throughout. Apologies were received from Cllr Ben Gwalchmai.

EP041126/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

EP041126/3. PUBLIC PARTICIPATION

None.

EP041126/4. MINUTES AND MATTERS ARISING

EP041126/4.1 Previous Minutes

RESOLVED
To approve the minutes from the meeting of the Events & Planning Committee on 07/10/2026.

WTCM979 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP041126/4.2 Matters Arising

Members were advised that all outstanding matters arising from the previous meeting had either been completed or were included on the agenda for further consideration.

EP041126/5. TOURISM & ECONOMIC DEVELOPMENT

EP041126/5.1 Information Centre

The Community Services Manager provided an update on the Information Centre, reporting that train ticket sales had been affected by a number of service cancellations during October, although sales had commenced positively in November.

Visitor figures for October were reported as 300 local visitors, 150 visitors from elsewhere in the UK and 10 overseas visitors.

Members were also advised that retail stock continued to be rotated monthly to refresh the displays and maintain customer interest.

EP041126/5.2 Visit Welshpool

Cllr Jackson Quarrell provided an update on the Visit Welshpool app, reporting positively on the updated version, which he had downloaded and tested.

Members welcomed the existing bus timetable functionality and discussed the potential inclusion of railway timetable information to improve the app's usefulness for both residents and visitors. It was noted that any railway information would need to reflect service changes and cancellations accurately, with reference made to the potential use of live railway data.

Cllr Morag Bailey enquired about the number of app downloads and requested that this information be included in future digital performance reports, when available.

EP041126/6. BUSINESS PLANNING & FINANCIAL MATTERS

EP041126/6.1 Interim Strategic Plan Action Plan

Cllr Revd William Rowell highlighted the need for the Place Plan Group to reconvene and progress its work relating to the town centre, particularly the identification of vacant commercial premises and opportunities to address empty shops.

EP041126/6.2 Budget and Committee Finance (Month 7)

Members received and considered the Committee's financial position for Month 7.

Cllr Morag Bailey welcomed the presentation of the financial report, particularly the clear identification of budget headings where expenditure had exceeded the allocated provision.

Members noted that the highlighted variances assisted financial scrutiny and that a number of the overspends were relatively minor.

EP041126/7. DRAFT 2 BUDGET 2027/28

EP041126/7.1 Budget Consultation 2027/28

Members considered the Town Clerk's report on the results of the public consultation undertaken as part of the preparation of the Council's 2027/28 budget.

Concern was expressed regarding the relatively low response rate, with only 13 responses received. Members acknowledged that, while the responses provided useful feedback, the limited number meant that the findings could not be considered representative of wider public opinion.

Discussion took place regarding the consultation responses and the extent to which they should influence the preparation of the draft budget. Members also considered opportunities to improve participation in future consultations, including greater publicity and the provision of paper copies alongside online surveys.

The consultation findings were noted for consideration during the budget-setting process.

EP041126/7.2 Car Parking Trial - Evaluation

Members considered the evaluation of the 2026 free car parking trial and the options available for future provision.

Discussion took place regarding the relative merits of providing free parking at Church Street and Berriew Street car parks, the potential benefits to town-centre businesses and visitors, and the financial implications for Town Council taxpayers.

Members also considered the seasonal nature of parking demand, with differing views expressed on whether free parking would provide the greatest benefit during the busier summer months or during quieter periods of the year.

Concern was raised that motorists could continue to make payments through parking machines or PayByPhone during periods when parking had been funded by the Town Council. Members considered the importance of reaching appropriate arrangements with Powys County Council to prevent unnecessary payments and discussed the potential for further financial contributions or cost-sharing arrangements.

One member expressed opposition to Option 2, favouring consideration of additional free parking provision during the quieter winter months.

Following discussion, the Committee supported Option 2.

RECOMMENDED
To adopt Option 2 (Seasonal Free Parking April to September) and to request that officers seek agreement with Powys County Council on arrangements to prevent unnecessary payments through
parking machines and PayByPhone during any future free-parking periods.

WTCM980 - Proposed by Cllr Morag Bailey, seconded by Cllr Estelle Bleivas

EP041126/7.3 Draft 2 Budget 2027/28

Members considered the second draft of the Committee's proposed budget for 2027/28, reviewing the individual budget headings and proposed allocations.

Particular discussion took place regarding the proposed budget for Carnival, including ambitions to develop the event, the potential for sponsorship and fundraising, and the practicalities of introducing admission charges.

Members acknowledged the importance of maintaining a successful community event while ensuring that expenditure remained proportionate and financially sustainable.

Following discussion, members considered that an allocation of £6,000 would provide a substantial increase in financial support for Carnival while allowing opportunities for additional external funding to be pursued.

Other budget headings, including Winter Festival and community events, were also considered.

Members further agreed that the car parking budget should be amended to reflect the recommendation made under the preceding agenda item.

RESOLVED
To reduce 5192/231 (Carnival) to £6,000; and
To amend 5460/238 (Car Parking) to reflect the decision taken to adopt Option 2.

WTCM981 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP041126/8. EVENTS

EP041126/8.1 Remembrance 2026

Members received an update on the arrangements for the forthcoming Remembrance Services.

EP041126/8.2 Carnival

The Events & Markets Manager reported that the Mini Mayor initiative had been launched, with nominations already received and information circulated to local schools.

Members were advised that the successful Mini Mayor would be invited to participate in the Christmas lights switch-on.

The Carnival Working Group was scheduled to meet on Monday, 16 November 2026 at the Oak.

EP041126/8.3 Halloween Parade and Party 2026

The Events & Markets Manager reported that the Halloween Parade and Party had been a success and thanked those who had volunteered and assisted with the event.

Sales of refreshments and snacks generated a total of £100.50, comprising £60 in cash and £40.50 in card payments.

EP041126/8.4 Live Acts at Welshpool Town Hall

The Events & Markets Manager advised that attempts to source a more economical suitable PA system and lighting package for the Built 4 Comfort performance on 14 November 2026 had been unsuccessful.

The previously agreed equipment package had therefore been booked at a cost of £700.

Members also considered a proposal for a further live performance at Welshpool Town Hall by local band Willow Station.

RESOLVED
To book Willow Station on 24th April 2027 for £250.

WTCM982 - Proposed by Cllr Revd William Rowell, seconded by Cllr Kelly Meredith

EP041126/8.5 Winter Festival

Members considered the reports and proposed arrangements for the 2026 Winter Festival, including the entertainment programme, equipment hire and associated community activities.

Members noted that the entertainment programme was already sufficiently comprehensive, including the booked Elsa and Anna act, and considered that no additional live performances were required.

Members subsequently considered the proposed arrangements for sound equipment, Santa visits and Christmas activities.

Members also discussed opportunities to introduce additional community activities as part of the Winter Festival programme. Cllr Revd William Rowell would approach the Methodist Church or Community Church to enquire about the availability of suitable accommodation for these activities.

RESOLVED
To not book any further live acts for Winter Festival.

WTCM983 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

RESOLVED
To approve for Winter Festival 2026:
- Booking LWS Entertainments Group for PA and Sound System for £400
- Allowing Santa visits to schools, playgroups and local businesses as scheduled by the Events & Markets Manager
- To launch the Letter to Santa initiative from 16th November 2026 to 15th December 2026
- To launch the Christmas Window competition with judging to take place on 4th December 2026

WTCM984 - Proposed by Cllr Kelly Meredith, seconded by Cllr Revd William Rowell

RESOLVED
To include a wreath competition and games room as part of the 2026 Winter Festival.

WTCM989 - Proposed by Cllr Kelly Meredith, seconded by Cllr Revd William Rowell

EP041126/8.6 Cuppa with a Councillor

Cllrs Revd William Rowell and Morag Bailey provided positive feedback on the first Cuppa with a Councillor session, highlighting the opportunity it had provided for informal discussions with residents.

Members considered the future frequency of the initiative and the potential to introduce additional sessions to improve accessibility.

RECOMMENDED
That the Cuppa with a Councillor initiative be held on the fourth Thursday of each month at the Hub, with a rota of participating councillors to be determined by Full Council and that the feasibility of holding an additional evening session prior to a Full Council meeting also be explored.

WTCM985 - Proposed by Cllr Kelly Meredith, seconded by Cllr Revd William Rowell

EP041126/8.7 Book Sale 2026

Cllr Estelle Bleivas reported that the 2026 Book Sale had raised a total of £630.20 and expressed her thanks to councillors, volunteers and others who had assisted with the preparation and delivery of the event.

Members thanked Cllr Bleivas for her work in organising and supporting the Book Sale.

Discussion took place regarding the distribution of the proceeds to local organisations and a request for books to be donated to Powis Castle.

RECOMMENDED
To split the donation proceeds from the Book Sale equally between Parkinsons (Welshpool Branch); Alzheimers (Welshpool Branch); Belan WI and the Feathers Association.

WTCM986 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Nick Howells

RESOLVED
To donate books to Powis Castle, with the books to be selected by Cllr Estelle Bleivas.

WTCM990 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Nick Howells

EP041126/8.8 White Ribbon Day

Cllr Morag Bailey informed members that a vigil would take place outside the Corn Exchange on Thursday, 26 November 2026, followed by refreshments inside the building.

Members were also advised that White Ribbon badges had been ordered and would be available for purchase at the Full Council meeting.

EP041126/8.9 Flicks in the Sticks

The Events & Markets Manager provided an update on recent film screenings held as part of the Flicks in the Sticks programme.

The October half-term screening, recorded as Toy Story 5 in the original draft, attracted 43 bookings. Admission was charged at £3 per person, with £31.40 reported from popcorn sales.

A screening of A Street Cat Named Bob attracted 41 attendees, with admission charged at £3 per person. Refreshment sales generated £51.

Members were advised that the next screening would take place on Monday, 7 December 2026, featuring The Man Who Invented Christmas.

EP041126/8.10 Upcoming events

Members received an update on forthcoming events, including the Memorial Garden Service on Friday, 6 November 2026 at 2pm and the Built 4 Comfort performance on Saturday, 14 November 2026.

EP041126/9. PLANNING - NEW APPLICATIONS

EP041126/9.1 P/26/1170/TRE

Members considered the planning application and provided the following response:

Response: Support
Comments:
No comment

RESOLVED
To respond to the planning authority in respect of P/26/1170/TRE with the above response and comments.

WTCM987 - Proposed by Cllr Revd William Rowell, seconded by Cllr Kelly Meredith

EP041126/9.2 P/26/1103/FUL

Members considered the planning application and provided the following response:

Response: Support
Comments:
Supportive of the proposed development.
However, the Planning Committee wishes to highlight the importance of ensuring that appropriate surface-water drainage measures are incorporated into the proposed works.
The Committee is particularly keen to ensure that storm water and surface-water run-off from the new access and associated hardstanding are properly managed and do not discharge onto the public highway. Any water flowing onto the road could create a potential hazard for motorists and other road users, as well as contributing to drainage problems.
The Committee therefore requests that the applicant provide appropriate drainage arrangements to ensure that surface water is adequately contained and managed within the site, with suitable provision made to prevent run-off reaching the highway.
The Committee asks that this matter be considered in accordance with Policy DM6 – Flood Prevention Measures and Land Drainage, which requires satisfactory provision for land drainage in all developments, including consideration of Sustainable Drainage Systems. The Committee also draws attention to Policy DM13 – Design and Resources and Policy T1 – Travel, Traffic and Transport Infrastructure, in relation to the appropriate design of the development and the safety of highway users.
Subject to suitable drainage arrangements being provided and implemented, Welshpool Town Council supports the application.

RESOLVED
To respond to the planning authority in respect of P/26/1103/FUL with the above response and comments.

WTCM991 - Proposed by Cllr Revd William Rowell, seconded by Cllr Kelly Meredith

EP041126/9.3 P/26/1200/FUL

Members considered the planning application and provided the following response:

Response: Support
Comments:
Supportive of the proposed ground-floor development and the introduction of the Nail Bar and Spa business at this premises.
However, the Planning Committee wishes to highlight that the application appears to relate solely to the ground-floor commercial use and does not clearly include the residential use of the accommodation on the first floor, which the Committee understands is taking place.

The Committee would therefore ask the Planning Authority to clarify the planning status of the first-floor accommodation and establish whether the residential use is authorised. If this use is not already covered by an existing planning permission, the Council considers that it should be properly included within the planning application or dealt with through the appropriate separate planning application.
The Committee considers Policy H1 – Housing Development Proposals and Policy DM13 – Design and Resources relevant should the first-floor residential use require planning consideration.
The Committee wishes to ensure that the planning permission accurately reflects the full use of the building and that all relevant aspects of the development are properly assessed.
Subject to clarification of the first-floor residential use, Welshpool Town Council supports the proposed ground-floor Nail Bar and Spa development.

RESOLVED
To respond to the planning authority in respect of P/26/1200/FUL with the above response and comments.

WTCM992 - Proposed by Cllr Morag Bailey, seconded by Cllr Kelly Meredith

EP041126/9.4 P/26/1210/TRE

Members considered the planning application and provided the following response:

Response: Support
Comments:
No comment

RESOLVED
To respond to the planning authority in respect of P/26/1210/TRE with the above response and comments.

WTCM988 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP041126/9.5 Planning decisions

Members received and considered the schedule of planning decisions issued by Powys County Council.

During discussion, a number of matters were raised for further clarification.

Officers were requested to:
- Establish the conditions attached to a planning approval concerning residential accommodation and office premises at 11 Broad Street.
- Seek an update regarding any proposals or planning applications relating to the former Cory garage, including developer contact details where available.
- Clarify the reasons for refusal of an application relating to a workshop at the sewage treatment works.
- Check the status of an application recorded as withdrawn, which appeared subsequently to have been resubmitted.

EP041126/10. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

Members were advised that there would be no meeting in December.

The next meeting of the Events & Planning Committee would be held on Wednesday, 6 January 2027.

The meeting finished at 20:53.

Signed: Dated:

Councillor Chris Davies (Chair)

Decision/Action Log

ID		Assigned
WTCM979	**RESOLUTION** **EP041126/4.1 Previous Minutes** To approve the minutes from the meeting of the Events & Planning Committee on 07/10/2026.	Events & Markets Manager
WTCM980	**RECOMMENDATION** **EP041126/7.2 Car Parking Trial - Evaluation** To adopt Option 2 (Seasonal Free Parking April to September) and to request that officers seek agreement with Powys County Council on arrangements to prevent unnecessary payments through parking machines and PayByPhone during any future free-parking periods.	Town Clerk & Responsible Finance Officer
WTCM981	**RESOLUTION** **EP041126/7.3 Draft 2 Budget 2027/28** To reduce 5192/231 (Carnival) to £6,000; and To amend 5460/238 (Car Parking) to reflect the decision taken to adopt Option 2.	Town Clerk & Responsible Finance Officer
WTCM982	**RESOLUTION** **EP041126/8.4 Live Acts at Welshpool Town Hall** To book Willow Station on 24th April 2027 for £250.	Events & Markets Manager
WTCM983	**RESOLUTION** **EP041126/8.5 Winter Festival** To not book any further live acts for Winter Festival.	Events & Markets Manager
WTCM984	**RESOLUTION** **EP041126/8.5 Winter Festival** To approve for Winter Festival 2026: - Booking LWS Entertainments Group for PA and Sound System for £400 - Allowing Santa visits to schools, playgroups and local businesses as scheduled by the Events & Markets Manager - To launch the Letter to Santa initiative from 16th November 2026 to 15th December 2026 - To launch the Christmas Window competition with judging to take place on 4th December 2026	Events & Markets Manager

ID		Assigned
WTCM985	**RECOMMENDATION** **EP041126/8.6 Cuppa with a Councillor** That the Cuppa with a Councillor initiative be held on the fourth Thursday of each month at the Hub, with a rota of participating councillors to be determined by Full Council and that the feasibility of holding an additional evening session prior to a Full Council meeting also be explored.	Town Clerk & Responsible Finance Officer
WTCM986	**RECOMMENDATION** **EP041126/8.7 Book Sale 2026** To split the donation proceeds from the Book Sale equally between Parkinsons (Welshpool Branch); Alzheimers (Welshpool Branch); Belan WI and the Feathers Association.	Town Clerk & Responsible Finance Officer
WTCM987	**RESOLUTION** **EP041126/9.1 P/26/1170/TRE** To respond to the planning authority in respect of P/26/1170/TRE with the above response and comments.	Events & Markets Manager
WTCM988	**RESOLUTION** **EP041126/9.4 P/26/1210/TRE** To respond to the planning authority in respect of P/26/1210/TRE with the above response and comments.	Events & Markets Manager
WTCM989	**RESOLUTION** **EP041126/8.5 Winter Festival** To include a wreath competition and games room as part of the 2026 Winter Festival.	Events & Markets Manager
WTCM990	**RESOLUTION** **EP041126/8.7 Book Sale 2026** To donate books to Powis Castle, with the books to be selected by Cllr Estelle Bleivas.	Town Clerk & Responsible Finance Officer
WTCM991	**RESOLUTION** **EP041126/9.2 P/26/1103/FUL** To respond to the planning authority in respect of P/26/1103/FUL with the above response and comments.	Events & Markets Manager
WTCM992	**RESOLUTION** **EP041126/9.3 P/26/1200/FUL** To respond to the planning authority in respect of P/26/1200/FUL with the above response and comments.	Events & Markets Manager