

Town Council Action List For Council 22 January 2019
Updated 18 January 2019

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	20.11.18	Planning application No 18/00082/FUL Land south of Canal Way Ilminster, masterplan	<p>Write to to South Somerset District Council asking for the following concerns to be taken into account when the masterplan is considered:</p> <ul style="list-style-type: none"> (i) Emergency access (ii) The impact of the site layout on community safety and crime and disorder (iii) Existing Tree Preservation Orders (iv) Flood risks and mitigations (v) Single access route for general access to the development and the number of vehicle movements that will be generated by the development (vi) Play areas need to be provided at an early stage of the development (vii) Infrastructure requirements especially the impact on the health services including the medical centre 	Town Clerk		

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2	201.11.1 TC531	Cricket pavilion legal arrangements	Write to IEF for permission to offer Cricket club a sub-lease	Town Clerk		
3	23.10.18 TC519	Housing Needs Survey Report	(i) Send SSDC a copy of the report (ii) Put report on ITC website (iii)	Town Clerk	Emailed report to A Gunn, SSDC Planner on 21.11.18	
4	18.09.18 TC501	Recommendations from the Open Spaces Committee re ceasing the loan of ITC equipment & machinery	(i) Write to cricket & Football clubs re ITC equipment	Town Clerk		
5	18.09.18 TC520	Gambling Act	Send response to SSDC	Town Clerk		
6	18.09.18 TC 503	Quality Award	Complete Quality Award application	Town Clerk		
7	18.09.18 TC 504	Internal Audit Report	Inform internal auditor that all recommendations have been implemented	Town Clerk		
8.	18.09.18	Archie Gooch Pavilion Landlord & Tennant meeting	Make Arrangements for annual meeting	Town Clerk	Iminster Sports Club Ltd have been contacted and will be providing dates	

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9	17.07.18 TC 487	Recommendations from the Resources Committee	(i) Advise staff of new / revised policies – Health & Safety, Alcohol & Drugs, Stress Management	Town Clerk		
10	17.01.17 TC	Possible land acquisitions	Contact Land owners	Town Clerk		
11	23.02.16 TC203	Wharf Lane Recreation Ground Play Area	Request s106 money for skatepark module	Town Clerk	09.08.17 Initial telephone discussion with SSDC Play Officer Play officer to advise on product requirements 16.03.2018 SSDC Play Officer supplied info for preparing quotation documents	
12	22.09.15 TC101	District Councillors' Report	Investigate current position regarding Superfast broadband in and around Ilminster and report back to Town Councillors	Cllr Keitch		
13	14.04.15 TC 415	Sports Club Tenure	RESOLVED that the Ilminster Cricket Club be offered a 25 year tenure in the licence for the Sports Club	Town Clerk	Draft legal document circulated to Licence Negotiations Group for comment Advice obtained from Solicitor on a number of questions; to be	

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					<p>discussed further by negotiations Group</p> <p>Meeting arranged for 17 August at 19:30hrs</p> <p>15.09.16 Principles of draft lease agreed with Cricket Club, solicitor advised of changes; draft scheduled for discussion at Council on 20 September; discussions regarding rent still to take place</p> <p>Meeting re rent scheduled for 22.11.16</p> <p>Rent agreed at Council 13.12.16</p> <p>Councillors nominated to sign lease to be agreed at Council on 17.01.17</p> <p>Waiting for Cricket Club signatory details</p> <p>27.06.17. Warning Notice issued & receipt signed;</p>	

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					Cricket Club provided signatory information and signed Statutory Declaration. 08.08.17. Plan showing ITC ownership of land sent to solicitor 21.12.17 Warning Notice re-issued, together with new Statutory Declaration to Cricket Club Trustees 07.08.18 Signed Statutory Declaration received Town Council signed lease & returned copy to solicitor Lease has been signed by all parties	
14	16.12.14 TC 328	Club Licences and Leases	(16.12.14) RESOLVED that (i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved. (ii) That the Town Council's solicitor (previously agreed) be requested to start	Town Clerk	NB the detailed information re Football and Community Facility Lease removed from action list 09.01.18.	

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			<p>compiling the template for the licences and lease based upon the agreed heads of terms</p> <p>(iii) That the Chair of Open Spaces, Cllr Neave and the Town Clerk meet with Cricket Club representatives and Football Club representatives to negotiate the details to be contained in the licence / leases</p> <p>(ii) That the details negotiated in (iii) above to be reported to Council for approval</p> <p>See also Sports Club tenure above</p>		<p>Football and Community Facility lease completed 21 November 2016</p> <p>For progress on The Shed see sports Club Tenure above</p> <p>Cricket Pavilion Lease will be worked on when The Shed Lease is signed.</p>	