

Neighbourhood Plan Development Group

Notes of Meeting held on 29th November 2018

Present – Carol Goodall (In the Chair), Bryan Ferriss, Joy Norris, Stuart Shepherd, Scott Waldie, Tony Walker, David Westwood.

Apologies – Matt James, Natalie Wainwright,

59 Chairing the Meeting – In the absence of Natalie, it was agreed by those present that Carol should chair this meeting

60 Declaration of Interest – No declarations of interest were received.

61 Notes of Last Meeting – The notes of the meeting held on 24th October 2018 were agreed as a fair record, and signed accordingly.

62 Future Chairpersonship – No response having been received to the appeal for someone to volunteer, the present situation would continue for the time being, although the allocation of work between meetings would be shared out between all Group Members.

63 Appointment of Consultant – An updated draft of the quotation request having been circulated and some small amendments noted ; key dates were agreed as follows:- Expressions of interest by 10th January – Group representatives meet interested parties 14th January and make recommendations to Town Council 18th January – Successful candidate notified 24th January and attends meeting on 31st January. Group representatives to be involved were agreed as Stuart, Bryan, Matt (or Tony), Natalie (or Carol) and Scott.

Action – Joy to send out quotation request – Scott to coordinate overall arrangements – Joy to seek Town Council approval on 22nd January

64 Consultation on Vision Statements – An overarching vision statement having been circulated and subjected to appropriate amendment, it was agreed to fine tune the four thematic group statements to match up with the overall statement in order to make them available as one combined consultation document, available both through the Town Council web site and subsequent survey papers. In recognising the three main stages in the consultation process – Publicity – Surveys – Consultation Events, it was agreed to issue a press statement after each meeting. This meeting's statement would be issued by Stuart. It was noted that there were several survey options available, including house to house, or a survey form in the press, but no immediate decision was taken. Similarly, it was recognised that there were many forms of consultation events from standing outside Tescos to full scale meetings, or a pitch at the IMEX event in June. In concluding the consultation discussion it was agreed that Ilminster Neighbourhood Plan needed not just a web site, but also a logo and Carol agreed to follow this up with appropriate contacts.

Action - Thematic Group Leaders to “polish” individual vision statements – Scott to coordinate overall vision statement – Stuart to write press article – Bryan to keep us in touch with IMEX – Carol to pursue Logo.

65 Gathering of Evidence – Carol reminded the Group of the importance of gathering evidence in support of vision statements, and listed a number of types of evidence, and documents where it could be found. Joy and Scott undertook to check what was already to hand, and what more needed to be done.

Action – Joy and Scott

66 Date of Next Meeting – 7pm on 31st January 2019 in the Council Offices.

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