

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris



13 May 2013

Dear

I am responding to your emailed Freedom Of Information Request dated 8 May 2013 and your letter dated 10 May 2013.

Your requests relate to the Town's Vision the Local Plan for the period 1 January 2011 to 31 August 2011 (as specified in your 8 April email) and an eastern relief road in the Shudrick Valley with a reference to the possibility of there being documents from 2010.

I have searched the Town Council's filing systems, both electronic and paper, for relevant documents. As the minutes of the Town Council meetings and the Council's Committee meetings are public documents I did not include these in my search of the paper filing system (you may attend the Council Offices during opening hours to look at the minutes); there are however some minutes included in the enclosed documents as they were revealed in the electronic search.

The following documents are enclosed (listed in date order):

- Notes on Land Use sub-Committee meeting held at the Shrubbery Hotel on 28 November 2005
 - Open spaces and the Environment
 - Traffic Issues
- Notes of an informal meeting to discuss a strategic vision for Ilminster 3 October 2006
- Traffic / Transport 25.10.06
- Untitled document which starts " A Historic market town..."
- Letter to an individual dated 17 July 2007
- Planning Committee minutes 8 December 2009
- Planning Committee minutes 9 November 2010
- Letter to South Somerset District Council 2 December 2010 re Local Development Framework – Draft Core Strategy

- Ilminster Town Council Response to Draft Core Strategy
- Minutes of Town Council 16 October 2012

Please note that I have annotated some of the documents with a created and modified date - this was to aid identification but I am doubtful as to their accuracy (as the modified dates in some instances are before the created dates! I understand that a computer upgrade may be the reason for the discrepancy).

The Town Council holds a copy of a report commissioned by Lord Cameron of Dillington regarding possible routes for a relief / link road. This document is not being released under the Freedom of Information Act as it was supplied to the Town Council in confidence; therefore the section 41 absolute exemption confidentiality applies.

The following are provided in response to the specific points and questions that you have made in your requests

1. Reference to a meeting between District Councillors and a District Officer (lines 2/3 of your 8 May email). If this was a District Council meeting the Town Council would not have any notes of it. I note that in my letter of 7 May 2013 I enclosed the copy of an email dated 16 June from the Town Clerk to Town Councillors forwarding them "a presentation from SSDC about the LDF" As explained this was supplied by a Councillor and no information is held in the Town Council office.
2. You refer to reporting back to Town Council meetings – (2nd para of your email dated 8 May). The minutes of Council and Committee meetings would record the reporting of any meetings that Councillors had been asked to attend by the Council - there would not necessarily be any reporting of informal or private meetings.
3. I have not found any records of a Town Council employee attending any meeting about the Town Vision other than the documents provided to you –It would not be normal practice to keep a record of informal working meetings between the Town Clerk and Town Councillors.
4. You refer to minutes of a meeting held on "June 13 to discuss The Strategic Vision" I have not been able to find a record of any such meeting. Council and Committee meetings usually take place on a Tuesday and the Planning Committee met on 14 June 2011 at 7.00pm followed by the Open Spaces Committee at 7.55pm - the minutes of those meetings are available to the public but neither refers to the Strategic Vision.
5. Councillor Cameron declared a personal and prejudicial interest at the Planning Committee held on 8 December 2009 in an agenda item on the Local Development Framework – this is recorded in the minutes a copy of which is enclosed.

Yours sincerely



Joy Norris
Town Clerk