

Town Council Action List For Council 29 January 2019  
Updated 25 January 2019

| No | Meeting Date and Minute Number | Topic                                                                                     | Action (To Do)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action By  | Action Taken                 | Date Completed |
|----|--------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------|----------------|
| 1  | 20.11.18                       | <p>Planning application No 18/00082/FUL Land south of Canal Way Ilminster, masterplan</p> | <p>Write 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"> <li>(i) Emergency access</li> <li>(ii) The impact of the site layout on community safety and crime and disorder</li> <li>(iii) Existing Tree Preservation Orders</li> <li>(iv) Flood risks and mitigations</li> <li>(v) Single access route for general access to the development and the number of vehicle movements that will be generated by the development</li> <li>(vi) Play areas need to be provided at an early stage of the development</li> <li>(vii) Infrastructure requirements especially the impact on the health services including the medical centre</li> </ul> | Town Clerk | <p>Letter sent via email</p> | 25.01.19       |
| 2  | 201.11.1 TC531                 | Cricket pavilion legal arrangements                                                       | Write to IEF for permission to offer Cricket club a sub-lease                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Town Clerk |                              |                |

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|----|--------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------|-------------------|
| 3  | 23.10.18<br>TC519              | Housing Needs Survey Report                                                                     | (i) Send SSDC a copy of the report<br>(ii) Put report on ITC website   | Town Clerk | Emailed report to A Gunn, SSDC Planner on 21.11.18<br><b>Added to ITC website</b> | <b>25.01.2019</b> |
| 4  | 18.09.18<br>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<br>TC520              | Gambling Act                                                                                    | Send response to SSDC                                                  | Town Clerk |                                                                                   |                   |
| 6  | 18.09.18<br>TC 503             | Quality Award                                                                                   | Complete Quality Award application                                     | Town Clerk |                                                                                   |                   |
| 7  | 18.09.18<br>TC 504             | Internal Audit Report                                                                           | Inform internal auditor that all recommendations have been implemented | Town Clerk | <b>Email sent to South West Audit Partnership 25.01.19</b>                        | <b>25.01.2019</b> |
| 8. | 18.09.18                       | Archie Gooch Pavilion Landlord & Tennant meeting                                                | Make Arrangements for annual meeting                                   | Town Clerk | Ilminster Sports Club Ltd have been contacted and will be providing dates         |                   |

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|----|--------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|    |                                |                                              |                                                                                                                        |             | 25.01.19 Cllrs asked for availability on dates offered by ISCL                                                                                                                                 |                |
| 9  | 17.07.18<br>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<br>TC                 | Possible land acquisitions                   | Contact Land owners                                                                                                    | Town Clerk  |                                                                                                                                                                                                |                |
| 11 | 23.02.16<br>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<br>Play officer to advise on product requirements<br>16.03.2018 SSDC Play Officer supplied info for preparing quotation documents |                |
| 12 | 22.09.15<br>TC101              | District Councillors' Report                 | Investigate current position regarding Superfast broadband in and around Ilminster and report back to Town Councillors | Cllr Keitch |                                                                                                                                                                                                |                |

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|----|--------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 14 | 16.12.14<br>TC<br>328          | Club Licences and Leases | <p>(16.12.14) RESOLVED that</p> <p>(i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved.</p> <p>(ii) That the Town Council's solicitor (previously agreed) be requested to start 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> | Town Clerk | <p>NB the detailed information re Football and Community Facility Lease removed from action list 09.01.18.</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> |                |