

## Town Clerk

**From:** Emma Jane [emmajane@dot-the-eye.com]  
**Sent:** 15 March 2013 09:59  
**To:** Town Clerk  
**Subject:** Re: Freedom Of Information request -

1

You is the request from?

Sent from my iPhone

On 15 Mar 2013, at 10:54, "Town Clerk" <[town.clerk@ilminster.gov.uk](mailto:town.clerk@ilminster.gov.uk)> wrote:

To: all Town Councillors

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I will be checking the Town Council's electronic filing system to identify the documents that we hold and provide copies.

It would be helpful if you could respond to this email by 21 March (as I need to send a reply by 25 March)

Thank you

Joy

Joy Norris  
Town Clerk  
Ilminster Town Council  
Tel: 01460 52149  
<image002.jpg>

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**Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG**

## Town Clerk

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From: DAVID MILLER [djmililm@btinternet.com]  
Sent: 15 March 2013 10:28  
To: Town Clerk  
Subject: Re: Freedom Of Information request -

2

Dear Joy - Not sure when the meeting with the protesters in the Shrubbery took place. I certainly spoke to Tim Carroll after the meeting. - Regards David

From: Town Clerk <town.clerk@ilminster.gov.uk>  
Subject: Freedom Of Information request -  
To: "Andrew Lawson" <andrewglawson@gmail.com>, "Andrew Shearman" <shearman@shearmans.eclipse.co.uk>, "Burton Philip" <Pburton735@aol.com>, "Carol Goodall" <mary@hawkinslott.co.uk>, "david miller" <djmililm@btinternet.com>, "Emma Jane Taylor" <emmajane@dot-the-eye.com>, "Joanna Sothern" <josothern@yahoo.co.uk>, "John Pallister" <johnpallister@hotmail.co.uk>, "Linda Vijeh" <lindavijeh@hotmail.com>, "PAUL WHAITES" <pgw4@btinternet.com>, "Roger Swann" <rogerswann@hotmail.com>, "STEVE AUSTIN" <steve.austin3@btopenworld.com>, "Stuart Shepherd" <stuart@shrubberyhotel.com>  
Cc: deputy.clerk@ilminster.gov.uk  
Date: Friday, 15 March, 2013, 9:54

To: all Town Councillors

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Town Clerk

3

**From:** Town Clerk [town.clerk@ilminster.gov.uk]  
**Sent:** 15 March 2013 11:32  
**To:** 'Emma Jane'  
**Subject:** RE: Freedom Of Information request -

Mr Drayton

Joy Norris  
Town Clerk  
Ilminster Town Council  
Tel: 01460 52149



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**Town Clerk**

4

**From:** Town Clerk [town.clerk@ilminster.gov.uk]  
**Sent:** 15 March 2013 11:36  
**To:** 'DAVID MILLER'  
**Subject:** RE: Freedom Of Information request -

Thanks David,

Sorry to be a pedant but when you say "spoke to" was it a meeting or telephone conversation and do you have any notes of what was said?

Joy

**Joy Norris**  
**Town Clerk**  
**Ilminster Town Council**  
**Tel: 01460 52149**



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**Cc:** deputy.clerk@ilminster.gov.uk  
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**Town Clerk**

5

**From:** DAVID MILLER [djmililm@btinternet.com]  
**Sent:** 15 March 2013 15:06  
**To:** Town Clerk  
**Subject:** RE: Freedom Of Information request -

Dear Joy - Pedantically, I spoke to Tim at the end of the meeting in the Shrubbery hotel. He, in my view playing to the gallery as politicians do - the meeting not surprisingly was packed with objectors - had stated that he would go back to his SSDC colleagues and discuss with them whether or not SSDC would provide yet a further round of opportunities to make representations on the proposals. I questioned whether in the circumstances this was viable and, as I remember it, he gave a non-committal response. It is not my custom to make notes of my conversations. -  
Regards David

--- On Fri, 15/3/13, Town Clerk <town.clerk@ilminster.gov.uk> wrote:

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Town Clerk

6

From: BT Online Services [steve.austin3@btopenworld.com]  
Sent: 15 March 2013 15:17  
To: Town Clerk  
Subject: Re: Freedom Of Information request -

I cant remember anything from me Joy

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**Sent:** 16 March 2013 10:49  
**To:** Town Clerk  
**Subject:** Freedom Of Information request -

Hi Joy

Nikki sent an email out to all councillors on 30 Nov titled "Proposed Submission Local Plan - Full Council December 2012" - I have a copy if you need it.

I am checking my records for anything else

Emma Jane

Emma Jane Taylor  
Dot-The-Eye Ltd  
Email: [emmajane@dot-the-eye.com](mailto:emmajane@dot-the-eye.com)  
tel: +44 1460 259540  
fax: +44 845 280 5304  
mb: +44 7883 098426  
web: <http://dot-the-eye.com>

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**Sent:** 15 March 2013 09:55

**To:** Andrew Lawson; Andrew Shearman; 'Burton Philip'; Carol Goodall; david miller; Emma Jane; Joanna Sothern; John Pallister; Linda Vijeh; PAUL WHAITES; Roger Swann; STEVE AUSTIN; 'Stuart Shepherd'

**Cc:** [deputy.clerk@ilminster.gov.uk](mailto:deputy.clerk@ilminster.gov.uk)

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**Importance:** High

To: all Town Councillors

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**ACTION PLAN**  
18<sup>TH</sup> March 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
<b>A – Cemetery</b>							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2012	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with eth work based on the process obtained.	Agreement with Callisters	Sept 2013	Goodall
3	11	30/10/07 Revisited 16/09/08	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces.	In abeyance awaiting other cemetery actions.	Review Dec 2012	Goodall/ Whaites
4	12	5/7/11	Cemetery Lodge Crack	There is a crack in the north wall of the cemetery lodge around a window	Crack being monitored for a 12 month period from March 2012. No movement apparent up to and including November 2012	April 2013	Goodall
<b>B – Recreation Areas</b>							
5	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging work scheduled for week commencing 3 <sup>rd</sup> December 2012	Contractor has been on-site some issues still to be resolved. 29.01.13	May 2013	Goodall
6	10	7/6/11	Additional land for recreation	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met	Discussion with SSDC to continue	Dec 2013	Goodall

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**ACTION PLAN**  
**18<sup>TH</sup> March 2013**

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
7	8	7/5/11	Hammerhead land	28.11.12 Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 – Councillors requested item remains on action plan			Shepherd
8	5	21/04/09 Revisited 26/01/10 Revisited 20/06/11	Herne Hill leaflet	Production of a leaflet on Herne Hill to be provided to the TIC (and local schools?)	Herne Hill leaflets received 18.03.13	February 2013	Lawson
9	15	13/10/09	New Management Plan for Herne Hill	The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.	SWT to be contacted reference assistance in producing a management plan. Advisory Group met last week. 12.03.13	May 2013	Goodall
10	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	Amendment to be made and Byelaws re-sent.  Byelaws submitted to relevant Government Department for approval Nov 2012 – 20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission	Chased - Week commencing 11.03.13	Dec 2013	Miller
11	4	6/9/11	Canal Banks	To bring canal back to full working order.	Cllr Swann to advise on further steps if any	Review Oct 2013	Swann
<b>C – Town enhancements</b> An embryo Town Team has met (October 2012) and submitted an expression of interest							
<b>D – Vision</b>							
12	3	07/10/08 Revisited	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and	SSDC hosting information evenings	May 2013	Goodall
						February 2013	Goodall

**ACTION PLAN**  
**18<sup>TH</sup> March 2013**

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
13	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	on Neighbourhood Plans in November 2012 – Town Clerk to attend 27.11.12  In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 12	Austin
<b>E - Office</b>							
14	6	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary web pages and facebook.	Somerset Web Services identified as a preferred supplier.	31 <sup>st</sup> March 2013	Lawson
<b>E – Personnel (Wardens and Office Staff)</b>							
<b>F- Highways/Pavements Paths</b>							
17	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage.	Awaiting painting of new lines	Apr 2012	Austin
<b>G – Miscellaneous</b>							
19	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Ctee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No	Miller

**ACTION PLAN**  
**18<sup>TH</sup> March 2013**

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
						timescale is known for this work.	

Town Clerk

9

**From:** Emma Jane [emmajane@dot-the-eye.com]  
**Sent:** 19 March 2013 12:34  
**To:** Town Clerk  
**Subject:** Freedom of INFORMATION

Fri 25/01/2013 20:51 – email received from South Somerset District Council Consultations (do not reply) do-not-reply@consult.southsomerset.gov.uk - Title "Submission of South Somerset Local Plan 2006-2028"

Tue 04/12/2012 10:42 – email received from South Somerset District Council Consultations (do not reply) do-not-reply@consult.southsomerset.gov.uk - title "Deferment of consideration of the Local Plan to the January 2013 Council meeting"

Mon 26/11/2012 10:30 - email received from South Somerset District Council Consultations (do not reply) do-not-reply@consult.southsomerset.gov.uk – title "Proposed Submission Local Plan - Full Council December 2012"

I also received a letter from Christine Self dated 14 February 2013 and addressed to "All Representatives"

Emma Jane Taylor  
Dot-The-Eye Ltd  
Email: emmajane@dot-the-eye.com  
tel: +44 1460 259540  
fax: +44 845 280 5304  
mb: +44 7883 096426  
web: http://dot-the-eye.com

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Town Clerk

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**From:** Emma Jane [emmajane@dot-the-eye.com]  
**Sent:** 19 March 2013 17:18  
**To:** Town Clerk  
**Subject:** Submission of South Somerset Local Plan 2006-2028  
**Attachments:** letter.pdf

Freedom of Information request

Emma Jane Taylor  
Dot-The-Eye Ltd  
Email: [emmajane@dot-the-eye.com](mailto:emmajane@dot-the-eye.com)  
tel: +44 1460 259540  
fax: +44 845 280 5304  
mb: +44 7883 096426  
web: <http://dot-the-eye.com>

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**From:** South Somerset District Council Consultations (do not reply) [mailto:do-not-reply@consult.southsomerset.gov.uk]  
**Sent:** 25 January 2013 20:51  
**To:** Emma Jane  
**Subject:** Submission of South Somerset Local Plan 2006-2028

## Message from South Somerset District Council Consultations

Dear Sir/Madam

### Submission of the South Somerset Local Plan 2006-2028

I am writing to inform you that on 21<sup>st</sup> January 2013 South Somerset District Council submitted the South Somerset Local Plan 2006-2028 to the Secretary of State. All comments received in response to the Proposed Submission South Somerset Local Plan 2006-2028 (June, 2012) have been passed to the Planning Inspectorate who have appointed a Planning Inspector to examine the Plan.

You are able to view the submitted Local Plan and proposals maps, Sustainability Appraisal, Consultation Statement, Habitats Regulations Assessment, and Equalities Analysis (EqA), together with the Local Plan evidence base on the Council's web site at: [www.southsomerset.gov.uk/submissionlocalplan](http://www.southsomerset.gov.uk/submissionlocalplan). Hard copies of the documents can be seen at the Council Offices, Brympton Way, Yeovil BA20 2HT between the hours of 8.45 am and 5.15 pm Monday to Thursday and 8.45 am and 4.45 pm on Fridays.

The appointed Inspector will hold an Examination into the Local Plan. The public hearings are expected to take place in May of this year. A Programme Officer responsible to the Inspector and for organising the Examination on the Inspector's behalf has been appointed and will contact all those who have made representations on the Plan to inform them and the general public of what is happening. The Programme Officer, Christine Self, can be contacted on 01225 872654 or [achris.self@gmail.com](mailto:achris.self@gmail.com).

If you have any queries regarding this letter please do not hesitate to contact the Spatial Policy Team on 01935 462462 or at [planning.policy@southsomerset.gov.uk](mailto:planning.policy@southsomerset.gov.uk)

Yours faithfully

A rectangular box with a thin black border, containing a small 'x' icon in the top left corner, likely representing a digital signature or a placeholder for a signature.

Andy Foyne  
Spatial Policy Manager

Town Clerk

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**From:** Emma Jane [emmajane@dot-the-eye.com]  
**Sent:** 19 March 2013 17:22  
**To:** Town Clerk  
**Subject:** Deferment of consideration of the Local Plan to the January 2013 Council meeting

Freedom of Information request

Emma Jane Taylor  
Dot-The-Eye Ltd  
Email: [emmajane@dot-the-eye.com](mailto:emmajane@dot-the-eye.com)  
tel: +44 1460 259540  
fax: +44 845 280 5304  
mb: +44 7883 096426  
web: <http://dot-the-eye.com>

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**From:** South Somerset District Council Consultations (do not reply) [mailto:do-not-reply@consult.southsomerset.gov.uk]  
**Sent:** 04 December 2012 10:42  
**To:** Emma Jane  
**Subject:** Deferment of consideration of the Local Plan to the January 2013 Council meeting

## Message from South Somerset District Council Consultations

Dear Sir/Madam

### **Proposed Submission Local Plan – Consultation responses and Plan Submission – consideration by Full Council - Change of date**

Further to the letter of 23<sup>rd</sup> November informing you that a report on the South Somerset Local Plan would be considered at Full Council on 13<sup>th</sup> December, I wish to inform you that consideration of the report has now been deferred to 17<sup>th</sup> January 2013. This deferment has been brought about as a result of a delay in receiving the final view of English Heritage on key matters in the Plan due to the recent inclement weather causing a site visit delay. It is not felt appropriate that such a potentially important response from a statutory body, of necessity, be dealt with by oral report.

Recent discussions with the Planning Inspectorate indicate that the deferment will have very little impact on the commencement of the countdown to Examination of the Plan as an Inspector would not have been available until January 2013 in any event.

The Council meeting will now take place on **Thursday 17<sup>th</sup> January 2013 commencing at 3.00 p.m. with the part dealing with the Local Plan commencing at 6.00 p.m.**

The meeting is open to the public and you are welcome to attend. Agendas and reports will be available on line 5 working days before the meeting, at <http://www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions/agendas-and-minutes/> and in the Council Offices. The Minutes will also be published on line and made available in Council Offices after the meeting.

Following consideration by Full Council, the Local Plan will be formally "submitted" to the Planning Inspectorate before being examined by an independent inspector. You will be notified when the Plan is "submitted".

Yours faithfully

  


Andy Foynes  
Spatial Policy Manager

**From:** Emma Jane [emmajane@dot-the-eye.com]  
**Sent:** 19 March 2013 17:23  
**To:** Town Clerk  
**Subject:** Proposed Submission Local Plan - Full Council December 2012

Freedom of Information request

Emma Jane Taylor  
Dot-The-Eye Ltd  
Email: [emmajane@dot-the-eye.com](mailto:emmajane@dot-the-eye.com)  
tel: +44 1460 259540  
fax: +44 845 280 5304  
mb: +44 7883 096426  
web: <http://dot-the-eye.com>

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**From:** South Somerset District Council Consultations (do not reply) [mailto:do-not-reply@consult.southsomerset.gov.uk]  
**Sent:** 26 November 2012 10:30  
**To:** Emma Jane  
**Subject:** Proposed Submission Local Plan - Full Council December 2012

## Message from South Somerset District Council Consultations

Dear Sir/Madam

**South Somerset District Council – Proposed Submission Local Plan 2006 – 2028 – Consultation Responses - Full Council Meeting 13 December 2012**

I am writing to respondents to the public consultation on the Proposed Submission South Somerset Local Plan 2006 - 2028, June 2012 and also those who have expressed an interest in the Local Plan. Over recent months the issues that arose during the consultation process have been considered. The outcome will be reported to and considered by Full Council on Thursday 13<sup>th</sup> December 2012, at 7.30pm in the Council Chamber, The Council Offices, Brympton Way, Yeovil BA20 2HT.

The meeting is open to the public and you are welcome to attend. Agendas and reports will be available on line 5 working days before the meeting, at <http://www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions/agendas-and-minutes/> and in Council Offices. The Minutes will also be published on line and made available in Council Offices. For further information please contact the Committee Administrator on 01935 462262.

Following consideration by Full Council, the Local Plan will be formally "submitted" before being examined by an independent inspector. You will be notified when the Plan is "submitted".

Yours faithfully



Andy Foyné  
Spatial Policy Manager



**Town Clerk**

13

**From:** Town Clerk [town.clerk@ilminster.gov.uk]  
**Sent:** 25 March 2013 13:16  
**To:** 'Carol Goodall'; Carol Goodall (mary@hawkinslott.co.uk)  
**Subject:** FOI request

Hi Carol,

Hope you are feeling better

I think Marilyn contact you last week and asked for the attachment to your email response for the FOI Local Plan / strategic vision request. Unfortunately we don't seem to have received the attachments, if you can email it I would be grateful.

Thanks

Joy

**Joy Norris**  
**Town Clerk**  
Ilminster Town Council  
**Tel: 01460 52149**



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Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG

14

Mr R Drayton  
Dingford  
Love Lane  
Ilminster  
TA19 0AR

25 March 2013

Dear Mr Drayton,

### **Freedom of Information Request**

I have received your Freedom of Information request dated 23 February 2013 which was worded as follows.

*" Relating to the months of September, October, November, December 2012 and January and up to date in February 2013, details of:  
Any formal or informal meetings, contacts, letters and emails, and any discussions regarding any matter relating to the SSDC Local Plan and the Ilminster Strategic Vision, between Ilminster Town Council councillors and / or ITC officers, plus any with South Somerset Councillors officers, the spatial planning department, the council leader or the town's district councillors to include any such meeting / discussions involving councillor s who may have a dual town / district role."*

The information detailed below is provided in response to your request.

**1. Meetings between Ilminster Town Council Officers and SSDC.**  
The only meeting that has taken place where the Local Plan may have been mentioned was the regular meeting of Town and Parish Clerks with the SSDC Chief Executive. This is referred to in the enclosed copy email "Clerk's Update 2/13" (Document 1)

**2. Meetings between Ilminster Town Council Councillors and SSDC**  
The Town Council office has no record of any meetings in the time period specified between Town Councillors and SSDC.

**3. Documents in Filing Systems**

The following documents from the Town Council Offices filing systems, which were originated during the specified time period and mention the Local Plan are enclosed.

- Consultation, 24.01.13, with sports clubs who use the Ilminster Recreation Ground as part of the Open Spaces review (Documents 2 & 3)
- Residents meeting – Flooding 13.12.12. (Document 4)
- Message from South Somerset District Council regarding Council meeting 17.0.13 (Document 5)
- Minutes of Ilminster Town Council 16 October 2012 (Document 6)
- Minutes of Ilminster Town Council 4 December 2012 (Document 7)
- Email from Town Council Office to all councillors (Document 8)
- Email / letter from South Somerset District Council (Document 9)

As requested I enclose a paper copy of the Town Council's September 2006 newsletter.

It may also be of interest to you that the agendas and minutes of the Council and Committees are published on our website [www.ilminster.gov.uk](http://www.ilminster.gov.uk)

If I can be of further assistance please contact me.

Yours sincerely

Joy Norris  
Town Clerk

