

Planning Committee Meeting

Meeting Actions

The actions listed below either resulted from the meeting of the Planning Committee held on 3 March 2009 at Council Chamber or are carried forward actions from previous meetings.

Action Number	Minute number	Date raised	Aim	Action	Progress	Timescale
1	7	01/07/08	Relaxation of waiting restrictions on Winterhay Lane	Waiting a response from Highways		September 2008
	4	02/09/08		Colin Fletcher asked to comment by next meeting To review restrictions at the next meeting, no comments available for consideration		October 2008
2	7	01/07/08	Provision of a light controlled crossing near to the Spar shop.			Pending
3	9	02/09/08	Provision of finger posts in the Tesco courtyard	To seek installation date Email sent to SSDC Costings to be sought SSDC pursuing implementation		March 2009
4	9	07/10/08	Incorporation of Ilminster by Design into Local Development Framework	Discussion to take place Meeting arranged for April		April 2009
5	7	09/12/08	Re-designating the bus bay on Silver Street	Waiting for a response from Chamber of Commerce. Reply received		June 2009
	7	10/02/09		Further consultation to take place. Letter sent to Chamber of Commerce		

6	10 7	06/01/09	Installation of Speed Indicator Devices	Letter sent to County Reply received Speed Watch coordinators to be approached for views on alternative Location. Letter sent to County Council	😊	March 2009
7	7	10/02/09	Revision of town Traffic Flows	To contact Highways asking for a review to take place Highways to undertake review		July 2009
8	7	10/02/09	To consider snow clearance policy	Working party to meet before F&P meeting Transfer to F & P	😊	March 2009

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 30 June, 2009 at 7.30 p.m.

Present

Chairman: Cllr R Beardon

Councillors: Cllr E Beattie, Cllr C Cameron, Cllr M Davis, Cllr M M Excell, Cllr M Henly, Cllr A Kennedy, Cllr D Miller, Cllr K Turner and Cllr P Whaites

Officers: Mr S Fisher, Mrs R L Hope

1 Apologies for absence

Apologies for absence were received from Cllr Childs, Shepherd and Vijeh.

2 Declarations of Interest

Cllr Excell declared a personal interest in planning application 09/01918/ADV as she lives opposite the site.

3 Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Planning Committee meeting held on 9 June 2009 be approved and signed as a correct record.

4 Matters Arising from the Minutes

Minute 4 - Planning Applications

08/04733/FUL – Frog Lane. The Clerk reported that it was due to be discussed at the Area West meeting on 15 July

Minute 7 – Speeding Canal Way and Station Road

Cllr Excell commented that the strips were yet to be installed on Canal Way.

5 Planning Applications

Cllr Excell declared a personal interest in planning application 09/01918/ADV as she lives opposite the site.

It was RESOLVED that the Committee's comments on the applications on the attached list be submitted to South Somerset District Council

6 Planning Decisions

The planning decisions on the attached list received from South Somerset District Council were noted.

ILMINSTER TOWN COUNCIL

7 Highways Matters

(a) Silver Street

The Clerk reported on the results of a survey on the provision of a loading bay in Silver Street undertaken by the Chamber of Commerce, that would replace the bus stop that was no longer in use. The Committee agreed that the Clerk should contact Highways and the Police with a view to providing a loading bay in Silver Street.

(b) Pedestrian crossing at Triangle

The Clerk reported that he had received a complaint regarding the safety of the crossing on West Street. He had contacted Highways who recommended an extension of the white markings. The Committee asked if the Clerk would explore with Highways whether there were other possible solutions including pre warning signs and a longer phasing to the lights.

8 Action Plans

Action 8 – Canal Way parking restrictions

Cllr Miller asked if the advertising had taken place. The Clerk replied he was waiting for confirmation.

Cllr Beardon asked if Highways could be invited to the next Planning Committee meeting to report on a number of issues.

9 Town Clerk's Report and Correspondence

The Clerk informed the Committee that as part of the Local Development Framework consultation SSDC were holding a Strategy Workshop on 29th July 2009. Cllrs Beardon and Excell agreed to attend.

10 Members Questions

None

The meeting closed at 8.25pm

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Signed

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 29 September, 2009 at 7.30 p.m.

Present

Chairman: Cllr R Beardon

Vice-Chairman: Cllr A Kennedy

Councillors: Cllr E Beattie, Cllr G Childs, Cllr M Davis, Cllr M M Excell, Cllr D Miller, Cllr Shepherd, Cllr Swann, Cllr K Turner, Cllr P Whaites and Cllr L Vijeh

Officers: Mr S Fisher, Mrs R L Hope

1 Apologies for absence

Apologies for absence were received from Cllr Cameron, Henly and Yeowell

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Planning Committee meeting held on 8 September 2009 be approved and signed as a correct record.

4 Matters Arising from the Minutes

None

5 Planning Applications

It was **RESOLVED** that the Committee's comments on the applications on the attached list be submitted to South Somerset District Council

Cllr Vijeh left at 7.45pm after discussion of the first application.

6 Planning Decisions

The planning decisions on the attached list received from South Somerset District Council were noted.

The Clerk reported that he had received a Certificate of Lawfulness for 22 Love Lane

7 Highways Matters

(a) Signage

The Clerk reported that the signs which had been discussed at a previous meeting, for the Ditton Street/Orchard Vale junction were on order. He was asked to determine the future programme of new signs in the town

(b) Canal Way Parking

ILMINSTER TOWN COUNCIL

The Clerk reported that restrictions had been advertised the previous week, the public had until 13 October to comment.

Cllr Swann expressed his concern that parking restrictions at the entry to Greendale similar to those planned for Ladymead were not included in the schedule.

(c) Triangle Crossing

The Clerk commented that he was waiting for the safety audit report

(d) Loading Bay – Silver Street

The Committee confirmed that it wished to proceed with the establishment of a loading bay in Silver Street with a request that parking in the area be policed, particularly during the early stages.

8 Local Development Framework

The Chair summarised the content of an SSDC workshop on the Local Development Framework held on 29 July which he and the Mayor attended. The LDF was likely to change the boundaries within which development was currently allowed in order to facilitate the expansion in housing and employment required by central government. The District Council in its policy planning role were at the stage of consulting parish and town councils on specific proposals for their area. It was critical therefore that the Council considered these proposals and submitted views.

The Committee supported a proposal from the Chair that the Clerk should seek to determine the timetable for the consultation and then arrange

- (a) A separate meeting of all Councillors with input from an appropriate SSDC officer to secure information on the specific proposals for Ilminster and the context within which the recommendations were being made.**
- (b) A follow up meeting to enable the Council to determine a response including appropriate examination of the Strategic Vision to determine how the documents complemented each other.**

It was noted that a familiarisation tour of the district was being organised with the Ilminster event on Wednesday 7 October, 9am-5pm at Monks Yard, Horton on a 'drop on' basis to examine the evidence base.

9 Action Plans

None

10 Town Clerk's Report and Correspondence

None

11 Members Questions

- (a) Cllr Childs asked if the committee was aware that digging machines were behind the Toll House.**
- (b) Cllr Childs and Miller asked if it would be possible to ask SSDC Wildlife Officer if the new badger sett is likely to have a detrimental effect on the Youth Club car park.**

ILMINSTER TOWN COUNCIL

- (c) Cllr Swann asked what was the position with the bus shelters on Canal Way**
- (d) Cllr Excell expressed her thanks to the office staff for their work at the successful Awards Evening.**

The meeting closed at 8.55 pm

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Signed

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Date

Iminster Town Council

MINUTES OF THE ANNUAL TOWN MEETING HELD AT SWANMEAD SCHOOL, ILMINSTER ON THURSDAY 07 MAY 2009 AT 7.00PM

1 Those Present:

Chairman: Cllr C. Goodall (Mayor)

The following Town Councillors were present:-

R Beardon, M Davis, M. Excell, D. Miller, P Whaites (Electors)

S. Fisher Town Clerk

13 members of the public the majority of whom were recorded as Electors.

2 Chairman's Address

The Chair welcomed people to the meeting. The Town Clerk then went on to explain the requirements for the Annual Town Meeting viz: it is not a Council meeting; it is a statutory meeting where, once a year, the Mayor is charged with reporting to the electors of the town on the activities of the Town Council over the last year. Also it is an opportunity for the electors to ask questions for clarification or to solicit further information. He emphasized that it is a statutory meeting for citizens who are on the electoral roll for Iminster; other members of the public are entitled to attend but as observers only.

3 Minutes

The Minutes of the Annual Town Meeting held on 1st May 2008 were confirmed and signed as a correct record.

4 Matters Arising

None

5 Financial Statement

Mr. S. Fisher gave a presentation on Iminster Town Council's Income and Expenditure Account and Balance Sheet for the year ended 31st March 2008.

6 Mayor's Report

Cllr C Goodall gave a report (copy attached).

7 Police Report

PC Louise Wright reported that the year had seen changes for her and her colleagues as 'Neighbourhood Policing' had been rolled out and a restructuring within Somerset had seen a reduction in the beat area.

Radio Link had begun in Chard and Crewkerne.

They were working effectively with other agencies gathering intelligence to target anti social behavior and drug abuse. With the Local Action Group they were addressing the issue of fly-tipping.

There had been an increase of participants in the Neighbourhood Watch Scheme, more volunteers would be welcome to join the Community Speed Watch.

A priority was to engage with the local youngsters, John Goodall had arranged a football activity each Monday night and there had been a car wash at Tesco the previous Friday to raise funds for charity.

A member of the public asked what were the new beat boundaries?

A member of the public asked about the use of CCTV? PC Wright replied that they needed authorization to do so.

A member of the public asked about the Community Justice Panel. PC Wright commented that it gave an opportunity to use restorative justice.

A member of the public expressed concern about the parked cars and speeding on Canal Way.

8

Public Question Time

A member of the public asked the Council if they would consider additional seating on the cricket ground

A member of the public commented that it was disappointing to have lost the bus service along Silver Street due to inconsiderate parking

Mr Burlington commented the South Somerset Climate Change Action Group had submitted a document to the Council. Was the Council looking further ahead, and addressing issues such as, permeable drive ways and car parks to ease flooding issues?

The meeting closed at 8.10pm

Met. Quill
22/4/2010

MAYORS REPORT 2009

This is the third time I have presented an annual report to the community of Ilminster. And I have to say that being Mayor is not always easy but that does not detract from the fact that it is a pleasure, a privilege and an honour to work for and represent the people of this town.

So what can I say about the year 2008/9?

Last December, as you well know the heavens opened and we had the worst flooding that Ilminster has experienced for many years. It will be no consolation to those who were inundated, particularly in the Station Road area, that the floodwater appeared to be largely run-off from already saturated fields - not the drains as is usually the case. In the New Year the weather turned against us again producing icy conditions on a scale that had not been seen in recent times. The town, like many others in the District, and the surrounding parishes came to a standstill.

An upside was the response from the community. At the onset of the flooding in Station Road, Councillors and Carnival Marshals directed traffic away from the houses; the residents of the housing developments banded together to help one another. When the ice hit Ilminster staff from places like Vaughan Lee walked into work to ensure no one suffered.

Public bodies can play their part in relieving the ensuing misery - District officers worked long and hard to ensure that flood victims were found accommodation. However these bodies must also learn from the experience and hopefully put measures in place to avoid a repetition. Unfortunately predicting a catastrophe is not easy and resources are not endless.

Which brings me to the role of a Town Council in this and similar situations. Weather conditions clearly create their own particular problems but the frustration of what we can – or cannot – do is part of the same principle that applies to filling potholes in roads.

We are served by three tiers of local government in Somerset – County, District and Town – all with their own responsibilities. Very often residents ask the Town Council to address a particular issue. Although we invariably understand and appreciate the problem and even know the best solution we are unable to provide a practical response. Instead we can only pass on the complaint – albeit with some degree of force!

To mend a hole in the road or a fence might seem straightforward but we have neither the staff nor resources to do the job or, more importantly the authority in law to do the work.

Town Council frustration could be resolved, if certain functions were delegated to Town Council level **together** with the appropriate funding - a point that is regularly raised with the senior authorities.

We do not have delegate powers in the planning process, but we still continue to consider applications with due diligence and ensure that our comments are pertinent and are based on sound planning reasons. Much thought was given to the new plan for the old Gooch & Housego property, and the new industrial complex at the western end of Canal Way. The old Horlicks site is under discussion as is the development of land either side of the Frog Lane footpath.

These are important developments for Ilminster and we consider it vital that the local voice is heard clearly and coherently.

The road system within the town is always high on our agenda. Problems frequently arise from inconsiderate parking. The congestion round the Market Square and up East Street has resulted in a re-routing of the buses finding it too difficult to use the historic routes. Canal Way is due for a revised parking regime to enable it to operate effectively a distributor road for through traffic.

The road signs in the Town have been mapped twice now. In the recent survey, two of our Councillors focused on the signs directing visitors into town and came to the conclusion that many were simply not fit for purpose. Hopefully the Highways Authority will agree with their conclusions and review and replace as appropriate.

There is a need for a General Notice Board for use by clubs and charitable organisations within the town. It is planned to replace the old triangular board with this larger board which will carry tourist and local information.

A Street Furniture survey has been prepared and being used by the Council to inform their decisions on such items as bus shelters – which incidentally should appear this year.

The Byelaws applying to the Council owned land have been reviewed and put into more user friendly 'speak'. They now need to be approved nationally before being available to guide the public on what can and cannot be done on our Recreation areas.

Our land holdings are still managed to a high standard and I remind you once more how fortunate Ilminster is to have such facilities for all to enjoy. I doubt if there are many towns in Somerset with open spaces quite so extensive and well maintained as ours, including the beauty of Herne Hill.

Our play areas are regularly updated and managed – this year saw the arrival of a new roundabout and swings. We have also spent £25,000 on re-surfing and fencing the Town tennis courts which are used extensively throughout the year.

Ilminster in Bloom will continue with the floral displays that do so much to enhance the appearance of a Market town. The troughs on the roads into town and those adorning Strawberry Bank, the Minster Church and the Market House will all benefit from the attention of our Wardens. Our retailers are again hoping to play their part with their display of hanging baskets and we hope more people will consider entering the Ilminster Garden Competition. Or perhaps enter the new Scarecrow competition aimed to coincide with the Ilminster Experience weekend in mid June. Last year's successful Ilminster Flower Show, which does so much to recognise the efforts of our gardeners, will also continue.

The annual award of grants, totalling around £10,000, will take place later this year and Forms for this are available from the office.

But what about the future?

Ilminster's population has increased enormously over the last ten years from just over 4000 to something around 6500. With Government policies demanding more housing and with the additional industrial development to the west, the future can mean only more expansion.

What the Town Council wants to see is a vibrant town with an active commercial/retail centre along with industrial development on the periphery to provide much needed employment. What we don't want is to become a dormitory town for Taunton and Yeovil.

The space for industrial development is there – the old Horlicks site and the area at the western end of Canal Way to identify just two sites. But we need an impetus to draw in prospective commercial enterprise to increase the employment base of the town and will be encouraging those at County and District level to look to Ilminster - not just the larger conurbations. If we don't our town will suffer. Otherwise market towns like ours will suffer.

Another facet of our expanding town is an infrastructure which does not keep pace with the expansion. Our schools; our sports facilities; our road systems; our parking; - to mention just a few. All need to be developed at the same rate as we experience the demands.

That is one of the reasons why the Town Council has been working over the past two or three years on the development of a Strategic vision for Ilminster. A huge amount of work has been done on the Vision in identifying, with public consultation, what we would hope to see in the town in the coming 5, 10, 15 years. The scope includes everything from vehicle routes through and round town to town centre enhancement. From school development to the introduction of a new sports facility on the Recreation Ground.

I will not go into detail but it is relevant to point out that what is important in producing such documents is that their content and format are acceptable to those with ultimate responsibility for planning and economic development at County and District level. For that reason, we are having discussions with planners to ensure that we are going to produce a meaningful document and that is taking some time – and unlike some towns we have not had consultants to help us!

One initiative that is being driven forward is the expansion and improvement of sports facilities in the town, not just for the existing clubs but for the community as a whole.

The Town Council has always felt the need to include the views of others in its decision-making. To that end, it is perhaps worth mentioning our meetings with colleagues from the Chamber of Commerce and other retailers to explore effectively, measures to combat the worst effects of a recession. Those meetings have been positive and productive.

In the summer of last year the Council welcomed two new members – Linda Vijeh and Adam Kennedy, both of whom have played their part and become good contributors to the Council team.

We have recently lost one of our long-standing councillors and ex Mayor, Norman Campbell, who moved to be nearer his family. The vacancy will be filled by co-option and I would urge

everyone to consider the contribution they might make and to think seriously about joining. It is hard work but you will enjoy the experience – as I have – and you can make a difference.

Before I finish a few words of thanks. Firstly to the staff whose commitment and dedication is second to none. The Open Spaces are a pleasure to see and are a tribute to the work of our two Open Spaces Wardens.

It is easy sometimes to forget the contribution of staff within the office but papers are always impeccable and the questioning they receive from members of the public, often pretty robust, is dealt with diplomatically and with the same professionalism they apply to all their work.

Lastly but not least, my thanks also go to my colleagues on the Council who give so much of their time and effort, unpaid, in the interests of the people of Ilminster. They do not just attend Council meetings but also represent you all on a range of issues. They rarely get the thanks they deserve.

I wish every success to whoever replaces me in the new Mayoral year and hope that they enjoy it all as much as I have.

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held In the Council Chamber, Iminster on Tuesday, 8 September, 2009 at 8.25 p.m.

Present

Chairman: Cllr MM Excell

Vice-Chairman: Cllr R Beardon

Councillors: Cllr E Beattie, Cllr G Childs, Cllr M Henly, Cllr D Miller, Cllr R Swann, Cllr K Turner, Cllr P Whaites

Officers: Mr S Fisher, Mrs R Hope

- 1 Apologies for absence**
Apologies for absence were received from Cllr Cameron, Davis, Kennedy, Shepherd, Vljeh and Yeoell.
- 2 Declarations of Interest**
Cllr Turner declared a personal interest in Item 10, Market Towns Investment Group as Chair of the Group
Cllr Childs declared a personal interest in Item 19, Cemetery Wall Tender as an employee of one of the tendering firms.
- 3 Minutes of the Previous Meeting**
It was RESOLVED that the Minutes of the Town Council meeting held on 21 July 2009 be approved and signed as a correct record.
- 4 Matters arising from the Minutes**
None
- 5 Police Report**
PC Louise Wright presented a written report read out by the Town Clerk.
She thanked members of the public for their increased vigilance following a recent spate of burglaries.
An arrest had been made after the public informed the Police of suspicious activity by three males, they are now on Police bail with investigations ongoing.
Details of the monitoring of speeding on Canal Way were given. This issue is currently a local PACT priority. It was agreed that the Council should support the police in seeking engineering and educational solutions for the issue of speeding in Canal Way.
They had visited Swanmead School on 3 September to welcome the new Year 5 pupils. The Football Project has resumed on Monday evenings.
There was due to be a 999 Day in Iminster, the local Beat Team along with other agencies are to raise awareness of speeding.

ILMINSTER TOWN COUNCIL

- 6 Reports from Somerset County Councillor**
None

- 7 Reports from District Councillor**
District Councillor Goodall reported that there had been a meeting in August with Roger Meecham of SSDC, Environment Agency officers and residents of Station Road to discuss the flooding issues in the area. It was agreed that some clearance of the river was needed. Plans for Pioneer Status are now in doubt as one of the partners had withdrawn. Residents of South Somerset could now obtain grants for installation of solar panels. A Dog Control Workshop was due to be held on 19 November in Chard.

Cllr Childs asked if the gaps in the hedge along Canal Way could be replanted.

- 8 Minutes of Planning Committee Meeting**
It was RESOLVED that the Minutes of the Planning Committee Meetings held on 28 July 2009 be received.

- 9 Chamber of Commerce Meeting**
The Mayor asked for the item to go on a future meeting agenda.

- 10 Market Towns Investment Group**
Cllr Turner declared a personal interest in Item 10, Market Towns Investment Group as Chair of the Group.

The Clerk reported that he was due to send tenders out for cleaning and repair work on the Market House

- 11 Ilminster Sports Initiative**
The Clerk informed the Council that he was waiting for the business plan to be assessed by SSDC officers.

- 12 Mayors Communications**
The Mayor reported that she had attended two meetings, an Area West Local Development Framework meeting and a Market Town Investment Group meeting.

The Deputy Mayor reported that he had been at Ilminster Fire station the previous evening and had received a plaque in recognition of the support they had received from the Town Council.

It was agreed that a letter be sent to the Fire Service thanking them for their work in the area and to Mr Barry Paull who had received the Queens Award for 20 years association with the Fire Service.

ILMINSTER TOWN COUNCIL

13 Reports from Representatives on Outside Bodies

(a) Ilminster Forum

Cllr Beattie reported that there had been a meeting on September 7th. Two events had been arranged, a Swap shop on September 19th at Greenfylde School and a Network event September 21st in the Minster Rooms. A Heritage Trail booklet was due to be available from September.

14 Authorisation of Accounts

It was RESOLVED that the accounts listed in the Schedule, totalling the Total Sum £13,999.87 be approved

15 Action Plan

None

16 Town Clerk's Report and Correspondence

None

17 Members Questions

(a) Cllr Henly asked when was the Strategic Vision due to be discussed. The Clerk replied October.

(b) Cllr Childs asked when were the speed humps due to be installed in Ditton Street

(c) Cllr Beardon asked if safety of the children's play areas could be discussed at the next Open Spaces meeting

18 Next Cycle of Meetings

15 September – Open Spaces

22 September – Finance and Policy

29 September – Planning

6 October – Council

Town Council Surgery

5 October – Cllr Miller

19 In Camera

Cemetery Wall Tender

Cllr Childs declared a personal interest in Item 19, Cemetery Wall Tender as an employee of one of the tendering firms.

The Clerk opened the two tenders received for work to the Cemetery wall.

It was agreed to accept the tender supplied by Sibley Bros subject to renegotiation of the final price based on improved access that may be possible during the works.

The Mayor, chair of Open Spaces Committee and Clerk gave a report on a meeting they had held on 4 September with the neighbours to the north of the boundary wall.

ILMINSTER TOWN COUNCIL

20 Sports club

It was reported that there appeared to be a change to the way in which the Football Club was intending to operate the Sports Club over the winter period. The Clerk gave details of the information he had received verbally from the secretary to the Football Club.

The Council asked that the intentions of the Club be secured in writing so that comparison with the terms of the operating licence for the Sports Club could be made.

Members also reported that vehicles associated with renovation work to the Sports Club were driving onto the Recreation Ground. The Clerk was asked to take the matter up with those concerned.

The meeting closed at 9.40pm

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Signature

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Date

Ilminster Town Council

To: All members of Ilminster Town Council

Dear Councillor

You are summoned to attend a meeting of the **FINANCE & POLICY COMMITTEE**

To be held on **Tuesday 22 September 2009 at 7.30 pm** in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outlined below.

Stephen Fisher
Town Clerk

Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the Previous Meeting**
To confirm the minutes of the previous meeting held on 14 July 2009
- 4 Matters arising**
- 5 Snow and Ice Strategy**
Review of current position
- 6 Grants**
Updating report
- 7 Ilminster Sports Initiative**
Draft Business Plan attached
- 8 Chamber of Commerce**
Report of meeting held on 23 July
- 9 Audit**
To report on External Audit of accounts for 2008/2009
- 10 Open Spaces Warden**
Draft job description to be tabled
- 11 Risk assessments**

Ilminster Town Council

- 12 Radio Link**
To review
- 13 Local Development Framework**
Report on SSDC Review held on 29 July
- 14 Action Plan**
- 15 Town Clerk's Report and Correspondence**
- 16 Members Questions**

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 22 September, 2009 at 7.30 p.m.

Present

Chairman: Cllr D Miller

Vice-Chairman: Cllr A Kennedy

Councillors: Cllr R Beardon, Cllr E Beattie, Cllr C Cameron, Cllr M Davis, Cllr M M Excell, Cllr Shepherd, Cllr Swann, Cllr P Whaites and Cllr L Vijeh

Officers: Mr S Fisher, Mrs R Hope

- 1 Apologies for absence**
Apologies for absence were received from Cllr Childs, Henly and Turner.
- 2 Declarations of Interest**
None
- 3 Minutes of the Previous Meeting**
It was **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on 14 July 2009 be approved and signed as a correct record.
- 4 Matters Arising from the Minutes**
None
- 5 Snow and Ice Strategy**
The Clerk reported on the progress of the issues raised at the meeting of the Finance and Policy committee held on 10 March 2009 in relation to snow and ice.

(a) Route clearance

The County Council had indicated that they reviewed annually the roads that they salted when snow and ice was forecast. In general these were the major routes and to extend in the way the Town Council had suggested would mean replication across the whole of the county, the costs of which would be prohibitive

Members felt that the position adopted by the County Council was untenable when it resulted in heavily used roads, particularly those forming part of school bus routes, becoming dangerous as evidenced by the serious accident with a school bus on Herne Rise.

ILMINSTER TOWN COUNCIL

It was **RESOLVED** to request the County Council to review their pre-salting network to include, as a minimum addition, those roads involving steep gradients which were used as school bus routes.

(b) Minor Routes – Snow

It was reported that Dillington Farm Estates had indicated a willingness in the event of heavy snowfalls to clear minor routes not covered by Somerset County Council on the understanding that snowploughs which would fit on a tractor were provided.

Members were extremely grateful for this offer but felt that in practice it would prove effective only if a snow plough were to be located in the Ilminster area, either at Dillington itself or possibly the proposed Highways Agency store close to Southfields roundabout.

It was **RESOLVED** to request Somerset County Council to locate an appropriate snow plough in the Ilminster area with a view to its use by local organisations in the event of heavy snowfalls.

(c) Minor Routes – Ice

It was reported that the County Council would fill grit bins where they were provided by the Town Council and where spreading would be undertaken by local residents. However the County Council would offer no public liability insurance or take responsibility for accidents resulting from public involvement in grit spreading which they undertook at their own risk.

It was **RESOLVED** to **RECOMMEND** that the Council purchase grit bins to serve Herne Rise, Listers Hill, Higher Beacon, Blackdown View and Summerlands Park provided that

(i) the cost is considered to be affordable

(ii) local residents signify their willingness to undertake grit spreading at their own risk.

(d) Pavements

It was **RESOLVED** to **RECOMMEND** that the Council purchase 4 snow shovels provided that the cost is considered to be affordable

6 Grants

(a) 2008/9 Allocation

The Clerk reported that money had been returned from the Flower Show and Bell Close Allotments.

Gemini Carnival Club had yet to produce satisfactory invoices for the funding they had received. The Committee agreed that unless a response was received which satisfied the Clerk the Council should ask for this grant to be refunded.

(b) 2009/10 Allocation

The Clerk reported that grants had been paid to Bell Close Allotments, Cygnets Pre-school, Ilminster Scout Group, Ilminster Tourism and Ilminster Youth Group.

ILMINSTER TOWN COUNCIL

7 Ilminster Sports Initiative

The Committee received a first draft of the Business Plan for the proposed Sports Centre and associated developments on Brittens Field.

The Chair reminded members that this was an incomplete draft document and that it would be most productive if discussion concentrated on areas of either omission or where more detailed analysis and justification were required before a final version could be considered.

During subsequent debate, it was emphasised that the Sports Initiative was aimed at widening the portfolio of sporting activities available for the whole community. Eventual consideration of a completed Business Plan would be vital in applying for funds from external bodies for the capital resources necessary.

It was felt that a number of issues needed to be addressed before a final document was prepared.

- (a) A clear statement of the position of the Town Council if the development of the building on Council land were to fail to be viable at some future stage.
- (b) A clear indication of the position of the Football and Cricket Clubs and the plan if either club sought not to be supportive.
- (c) Plans for car parking and access to the site
- (d) An analysis by SSDC officers of the income and expenditure estimates in the light of their experience of the operation of other similar centres.

It was considered that among the steps needed to get to full council support for the project it would be necessary for a final draft to be presented formally to the council when questions on such topics as the confidence in the total funding package could be addressed.

8 Chamber of Commerce

The Clerk reported that issues raised at the meeting on 23rd July were being addressed. The notes relating to the meeting would be circulated with the minutes of this meeting.

9 Audit

The Clerk reported that the external audit of the 2008/2009 annual Return has been received and gave an unqualified report. The Committee congratulated the Council staff on producing an accurate and complete return.

10 Open Spaces Warden

With minor amendments the Committee agreed the Job Description for Senior Open Spaces Warden.

The Committee agreed that a panel comprising the Mayor, Chair of Open Spaces and the Town Clerk should short list and interview suitable candidates for the vacancy..

ILMINSTER TOWN COUNCIL

11 Risk Assessments

Deferred

12 Radio Link

It was reported that the Council had agreed to review its involvement with the Radio Link scheme after six months.

The committee agreed that the Clerk should obtain the views of organisers of the scheme on its overall effectiveness before further discussion on the future involvement of the Council.

13 Local Development Framework

Following a presentation from Cllrs Excell and Beardon on a SSDC seminar held on 29 July. It was agreed that this item should be discussed at the next Planning Committee meeting, with the intention of reaching a council view on the matter for the Mayor and Deputy Mayor to take to SSDC's autumn presentation of the plan."

14 Action Plans

7 – Provision of Street Furniture

The Clerk was asked to investigate the purchase a bus shelter before the expiry of the Opportunity Ilminster grant if this seemed an appropriate means of using the allocation.

Cllr Kennedy left the meeting at 9.10pm

15 Town Clerk's Report and Correspondence

The Clerk reported

(a) that the professional advice was that the Kawasaki Mule continued to offer the most appropriate utility vehicle for the Open Spaces Wardens. It was agreed that a request for tenders be issued on that basis.

(b) the advertising for the parking restrictions on Canal Way was due the following day, 23 September.

(c) SSDC runs an interactive service through SKY and Virgin television connections.

(d) he had received notification of Community Policing Awards and had nomination forms available

(e) SSDC were due to have an opt-in service for collections of garden waste

16 Members Questions

(a) Cllr Beattie asked if councillors could be encouraged to attend events at the Minster to which they had been invited.

(b) Cllr Whaites asked when the hole on Long Close was to be repaired.

(c) Cllr Excell commented that the new bus routes were not popular and seemed overcrowded.

(d) Cllr Beardon asked (i) If at the Personnel Committee there could be a discussion on the recording at staff sickness and holiday absences, (ii) could the length of the

ILMINSTER TOWN COUNCIL

summer break and Power of Well Being be discussed at the next Finance and Policy meeting (iii) if the mile post outside Greenway Farm could be renovated and (iv) Stagecoach buses appeared to be using Silver Street.

- (e) Cllr Cameron asked (i) would it be possible to advertise that the surgery took place on the first Saturday of each month on the notice board on the side of the council building and (ii) when were SCC going to meet with the Council to discuss signage around Ilminster.

The meeting closed at 9.25pm

.....
Signature

.....
Date

Iminster Town Council

To: All members of Iminster Town Council

Dear Councillor

You are summoned to attend a meeting of the PLANNING COMMITTEE

To be held on Tuesday 29 September 2009 at 7.30pm in the Council Chamber, Council Offices, North Street, Iminster to transact the business outline below.

**Stephen Fisher
Town Clerk**

Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the Previous Meeting**
To confirm the minutes of the Planning Committee meeting held on 8 September 2009.
- 4 Matters Arising from the Minutes**
- 5 Planning Applications (Attached)**
- 6 Planning Decisions (Attached)**
- 7 Highways Matters**
 - (a) Signage
 - (b) Canal Way Parking
 - (c) Triangle Crossing
 - (d) Loading Bay – Silver Street
- 8 Local Development Framework**
- 9 Action Plans (Attached)**
- 10 Town Clerk's Report and Correspondence**
- 11 Members Questions**

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 29 September, 2009 at 7.30 p.m.

Present

Chairman: Cllr R Beardon

Vice-Chairman: Cllr A Kennedy

Councillors: Cllr E Beattie, Cllr G Childs, Cllr M Davis, Cllr M M Excell, Cllr D Miller, Cllr Shepherd, Cllr Swann, Cllr K Turner, Cllr P Whaites and Cllr L Vijeh

Officers: Mr S Fisher, Mrs R L Hope

1 Apologies for absence

Apologies for absence were received from Cllr Cameron, Henly and Yeowell

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Planning Committee meeting held on 8 September 2009 be approved and signed as a correct record.

4 Matters Arising from the Minutes

None

5 Planning Applications

It was **RESOLVED** that the Committee's comments on the applications on the attached list be submitted to South Somerset District Council

Cllr Vijeh left at 7.45pm after discussion of the first application.

6 Planning Decisions

The planning decisions on the attached list received from South Somerset District Council were noted.

The Clerk reported that he had received a Certificate of Lawfulness for 22 Love Lane

7 Highways Matters

(a) Signage

The Clerk reported that the signs which had been discussed at a previous meeting, for the Ditton Street/Orchard Vale junction were on order. He was asked to determine the future programme of new signs in the town

(b) Canal Way Parking

ILMINSTER TOWN COUNCIL

The Clerk reported that restrictions had been advertised the previous week, the public had until 13 October to comment.

Cllr Swann expressed his concern that parking restrictions at the entry to Greendale similar to those planned for Ladymead were not included in the schedule.

(c) Triangle Crossing

The Clerk commented that he was waiting for the safety audit report

(d) Loading Bay – Silver Street

The Committee confirmed that it wished to proceed with the establishment of a loading bay in Silver Street with a request that parking in the area be policed, particularly during the early stages.

8 Local Development Framework

The Chair summarised the content of an SSDC workshop on the Local Development Framework held on 29 July which he and the Mayor attended. The LDF was likely to change the boundaries within which development was currently allowed in order to facilitate the expansion in housing and employment required by central government. The District Council in its policy planning role were at the stage of consulting parish and town councils on specific proposals for their area. It was critical therefore that the Council considered these proposals and submitted views.

The Committee supported a proposal from the Chair that the Clerk should seek to determine the timetable for the consultation and then arrange

- (a) A separate meeting of all Councillors with input from an appropriate SSDC officer to secure information on the specific proposals for Ilminster and the context within which the recommendations were being made.**
- (b) A follow up meeting to enable the Council to determine a response including appropriate examination of the Strategic Vision to determine how the documents complemented each other.**

It was noted that a familiarisation tour of the district was being organised with the Ilminster event on Wednesday 7 October, 9am-5pm at Monks Yard, Horton on a 'drop on' basis to examine the evidence base.

9 Action Plans

None

10 Town Clerk's Report and Correspondence

None

11 Members Questions

- (a) Cllr Childs asked if the committee was aware that digging machines were behind the Toll House.**
- (b) Cllr Childs and Miller asked if it would be possible to ask SSDC Wildlife Officer if the new badger sett is likely to have a detrimental effect on the Youth Club car park.**

Planning Committee Meeting

Meeting Actions

The actions listed below either resulted from the meeting of the Planning Committee held on 29 September 2009 at Council Chamber or are carried forward actions from previous meetings.

Action Number	Minute Number	Date raised	Aim	Action	Progress	Timescale
1	9	07/10/08	Incorporation of Iliminster by Design into Local Development Framework	Discussion to take place Meeting arranged for May Area West Seminar 29 th July Report of seminar. Meeting with SSDC to be arranged	Clerk and District Officer have had an informal meeting Briefing meeting 16 November Cluster workshop 26 November	May 2009
2	7	10/02/09	Revision of town Traffic Flows	To contact Highways asking for a review to take place Reminded 21 st July		July 2009






Action completed



Action 1 month or more behind

Actions completed by Iliminster Town Council waiting for response from other agencies

Action Number	Minute number	Date raised	Aim	Action	Progress	Timescale
5	9	02/09/08	Provision of finger posts in the Tesco courtyard	To seek installation date Email sent to SSDC Costings to be sought. SSDC pursuing implementation Order to be placed end of July		 Action 1 month or more behind
6	7	09/12/08	Re-designating the bus bay on Silver Street	Waiting for a response from Chamber of Commerce. Reply received Further consultation to take place. Letter sent to Chamber of Commerce	Reply received	
	7	10/02/09				
	7	30/06/09		Committee requests loading bay to be provided. Highways and Police to be contacted.	Reply received	August 2009
	7	28/07/09		Loading times and bus bay location recommended by committee.		
	7	29/09/09		Highways informed. Following Highways comments committee confirm request		
7	9	12/05/09	Pedestrian crossing, Lord Nelson	Waiting SSDC		 Action 1 month or more behind
8	9	12/05/09	Canal Way parking restrictions	Due to be advertised in June, revised to August		September 2009
	7	29/09/09		Advertised with a closing date of 13 October		

9	9	12/05/09	Town signage	Waiting response from Highways. First proposals reported 28 July response sent to highways Signs for Ditton Street/Orchard Vale on order To determine future programme of signs in town	Signs for Ditton Street/Orchard vale on order	July 2009
10	7 7 8	28/07/09 29/09/09 10/11/09	Improvement of pedestrian crossing at the Triangle	Waiting for safety audit from Highways Comment waiting safety audit Committee agrees with recommendation of additional zig zag lines.		 Action 1 month or more behind

Iminster Town Council

To: All members of Iminster Town Council

Dear Councillor

You are summoned to attend a meeting of the ILMINSTER TOWN COUNCIL

To be held on Tuesday 6 October 2009 at 7.30pm at Council Offices, North Street, Iminster to transact the business outlined below.

**Stephen Fisher
Town Clerk**

Date

Opening Prayer

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the Previous Meeting**
To confirm the minutes of the previous meeting held on 8 September 2009
- 4 Matters Arising from the Minutes**
Minute 10 – Market Towns Investment Group
Progress Reports
Minute 11 – Iminster Sports Initiative
Updating report
Minute 20 – Sports Club
Updating report
- 5 Police Report**
- 6 Report from Somerset County Councillor**
- 7 Reports from District Councillors**
- 8 Local Development Framework**
Report on progress including Strategic Vision
- 9 Minutes of Planning Committee Meeting**
To receive Minutes of Planning Committee Meetings held on 8 September and 29 September 2009.

Iminster Town Council

10 Minutes of Open Spaces Committee Meeting

To receive the Minutes of Open Spaces Committee Meeting held on 15 September 2009 and recommendations therein.

11 Minutes of Finance and Policy Committee Meeting

To receive the Minutes of Finance and Policy Committee Meeting held on 22 September 2009 and recommendation therein.

12 Mayors Communications

13 Reports from Representatives on Outside Bodies

14 Authorisation of Accounts

15 Action Plan

16 Town Clerk's Report and Correspondence

17 Members questions

18 Next Cycle of Meetings

13 October – Herne Hill

20 October – Open Spaces

3 November – Finance and Policy

10 November – Planning

17 November – Personnel

24 November – Council

Town Council Surgery

7 November – Cllr Shepherd

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 6 October, 2009 at 7.30p.m.

Present

Chairman: Cllr MM Excell

Vice-chairman: Cllr R Beardon

Councillors: Cllr E Beattie, Cllr C Cameron, Cllr G Childs, Cllr M Henly, Cllr A Kennedy, Cllr D Miller, Cllr S Shepherd, Cllr R Swann, Cllr K Turner, Cllr P Whaites, Cllr L Vijeh

Officers: Mr S Fisher, Mrs R Hope

In response to a question from a member of the public, the Clerk reported that he had received several letters from residents in the Greenway area drawing attention to an accident there on 2 October and asking for action to improve safety.

After discussion, it was agreed to ask the Highway Authority for a further meeting to explore possible ways forward.

Cllr Childs expressed his thanks to other Councillors for the presentation to him at the Awards Evening in recognition of his 25 years continuous service in the Town Council

1 Apologies for absence

Apologies for absence were received from Cllr David and Yeoell.

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was RESOLVED that the Minutes of the Town Council meeting held on 8 September 2009 be approved and signed as a correct record.

4 Matters arising from the Minutes

Minutes 10 - Market Towns Investment Group

The Clerk reported that the paintwork on gutters and barge boards had been completed on three sides of the Market House, the road side would be completed with a top coat after the Market House had been cleaned.

The cleaning had begun and poultrices were now in place as part of the cleaning procedure. This was due to be finished in October with minimal disturbance to Market House users. Replacement of damaged roof slates and general cleaning of the roof would also be completed.

ILMINSTER TOWN COUNCIL

Minute 11 – Ilminster Sports Initiative

The Clerk reported he was due to meet with SSDC representatives the following day for further advice regarding the business plan.

Minute 20 – Sports Club

The Clerk reported he had received assurance from the secretary of the Sports Club that no changes had taken place to alter the terms of the license. Should this be the case they would seek permission to amend the license.

5 Police Report

PC Louise Wright reported that the 999 day, which had involved Swanmead School, Community Speed Watch and South West Ambulances had been successful.

There had been a Neighbourhood Watch Coordinators meeting and since January four new areas had joined the project.

On September 21 they had joined Broadway Community Speedwatch on Pound Road and had also visited Ile Valley Parents Group. PC Wright commented that they were willing to visit any group to share information and give guidance on the role of the Police Officer in the community.

The Carnival was an enjoyable evening, with only minimal disorder action necessary. The Licensing Department were also present, asking seven stalls holders to leave in relation to pedlar's certificates. Two vehicles were stolen and on burglary took place.

On 2-6 November 'Not in my back yard' would take place where agencies worked with residents to highlight what they do to keep the public safe and would include the Fire Service and Yarlington Homes.

PC Wroght praised a 13yr old boy for bringing a knife he had found in the Market Square to the Police Station.

6 Reports from Somerset County Councillor

County Councillor Turner reported that Dan Martin, now that the safety audit had been completed was producing design proposals for the new bus shelters and these would be sent to the Council for review.

Following concerns over the new bus routes she gave details of a report she had received from John Perrett.

She informed the Council that SCC were due to withdraw from Joint Area Committees.

Cllr Beardon thanked her for her diligence in pursuing the issues of the bus routes.

7 Reports from District Councillor

District Councillor Goodall reported that an SSDC officer would inspect the hedge along Canal Way, identify any gaps that needed filling and place them on the winter planting schedule.

SSDC has been working on a new opt-in garden waste service that will be available to every resident in South Somerset, the service should start in late October.

ILMINSTER TOWN COUNCIL

SCC officers are working on a scheme to introduce civil parking enforcement into Somerset in the future. It is a three stage process, deciding policies, applying for CPE powers and setting up a delivery operation. It was hoped that the service might be introduced late 2010.

SSDC will be holding another Democracy Day in January next year. The theme for the event will be 'Design Your Perfect Neighbourhood' when Year 9 and 10 students will have the opportunity to work with councillors and planners on this theme.

8 Local Development Framework

The Clerk reported that he had not yet been able to arrange a meeting with SSDC Policy Planning Officers and Councillors to discuss specific proposals for Ilminster in the preparation of the Local Development Framework. He reminded members of the Evidence Base "drop in" session on 7 October at Monks Yard, Horton.

9 Minutes of Planning Committee Meeting

It was RESOLVED that the Minutes of the Planning Committee Meeting held on 8 September and 29 September 2009 be received.

10 Minutes of Open Spaces Committee Meeting

It was RESOLVED that the Minutes of the Open Spaces Committee Meeting held on 15 September 2009 be received.

It was RESOLVED that Mr T Portch continue to be employed for a further year after January 2010 under the terms of his current contract.

11 Minutes of Finance and Policy Committee Meeting

It was RESOLVED that the Minutes of the Finance and Policy Committee Meeting held on the 22 September 2009 be received.

It was RESOLVED that the Council purchase grit bins to serve Herne Rise, Listers Hill, Higher Beacon, Blackdown View and Summerlands Park provided that

- (i) The cost is considered to be affordable
- (ii) Local residents signify their willingness to undertake grit spreading at their own risk.

It was RESOLVED that the Council purchase four snow shovels provided that the cost is considered to be affordable.

12 Mayors Communications

The Mayor reported that she had attended the following events in September, Rotary Last Night of the Proms, Battle of Britain Service, had given a talk to Ilminster Guides, MTIG meeting, Town Council Awards evening and High Sheriffs Gala Charity Concert at Wells Cathedral.

ILMINSTER TOWN COUNCIL

The Deputy Mayor reported that he had attended the Battle of Britain service and the High Sheriffs Gala Charity Concert in Wells Cathedral.

13 Reports from Representatives on Outside Bodies

(a) Chamber of Commerce

The Clerk gave a report on Cllr Davis behalf the First Tuesday Club had seen an increase in footfall, discussion had taken place as to why grants for shop front maintenance were not available in Area West. They had agreed to maintain the Triangle for a period of 3-5 years. Trees had been purchased to replace the vandalised trees outside Swanmead, would the Council consider purchasing one. The Victorian evening plans were well underway.

(b) Community Safety Partnership

Cllr Beardon reported that he had been elected as Vice Chair of Area West Panel. £30,000 was available in Community Cash back awards, which would include contributions to for Scam wise, Speedwatch and Youth Football. 19-25 October was Alcohol Awareness Week and there was due to be a Domestic Abuse week in November.

(c) The Youth Centre

Cllr Excell reported that the hall had been painted

(d) Ilminster Experience

Cllr Beardon reported that there was a public meeting this evening seeking volunteers and ideas for next years event.

(e) Ilminster Forum

Cllr Beattie reported the cycle track enhancement project had won an award. The charity the Forum were supporting at the Christmas Tree event at the Minster would be Help for Heroes. The improvements to the Library garden had been held up after the discovery of a well which had now been made safe. The Swap shop in September had been successful. Councillors were invited to the AGM on 16 November

(f) Meeting House

Cllr Cameron reported that a consultation exercise was to be undertaken on the future role of the Arts Centre

Cllr Shepherd informed the Council that Wadham Community School had received their Ofsted report which was now available to the public. He asked if a report could be received from Wadham School on a regular basis. The Council agreed.

14 Authorisation of Accounts

It was RESOLVED that the accounts listed in the Schedule, totalling £12,987.87 be approved

15 Action Plans

No comment

ILMINSTER TOWN COUNCIL

16 Town Clerk's Report and Correspondence

The Clerk reported on

- (a) CPRE AGM for the South Somerset District was to be on 29 October at 7pm at Seavington St Michael.
- (b) The Fungi visit to Herne Hill has been rescheduled and was now to take place Sunday 18 October
- (c) The Great Crane Project seeking to reintroduce the bird to Somerset. The first release was planned for a year's time.

17 Members Questions

- (a) Cllr Henly asked when would the yellow lines be reinstated on Station Road
- (b) Cllr Childs asked if a request could be made to the carnival committee to have more bins available on carnival night
- (c) Cllr Cameron asked if at the next Planning meeting a discussion on town centre parking and Swan Precinct could take place.
- (d) Cllr Beardon asked (i) would it be possible to discuss financial support of the Community Justice Panel at the next Finance and Policy meeting, (ii) the Acting Head of Swanmead was prepared to advertise the monthly surgeries in the parents newsletter, (iii) would it be possible to discuss withdrawing from the idea of hosting Tour of Britain at the next Finance and Policy meeting, (iv) when will the Council review elements of the Community Plan that were discussed in March and why it is no longer on the action plan, (v) would the Clerk report on the Community Plan at the next meeting, (vi) would the Clerk update the Council on the status of the bye laws.
- (e) Cllr Excell asked the Council if they would like to take part in the Christmas Tree Festival at the Minster. Members agreed. She also reminded members of the Remembrance Day Service on 8 November at the Minster.

18 Next Cycle of Meetings

The Council resolved to authorise a gap of more than six weeks between this and the next meeting of the Council

13 October – Herne Hill

20 October – Open Spaces

3 November – Finance and Policy

10 November – Planning

17 November – Personnel

24 November – Town Council.

Town Council Surgery

7 November – Cllr Shepherd

ILMINSTER TOWN COUNCIL

The meeting closed at 9.00pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 10 November, 2009 at 7.30 p.m.

Present

Chairman: Cllr R Beardon

Vice-Chairman: Cllr A Kennedy

Councillors: Cllr E Beattie, Cllr G Childs, Cllr M Davis, Cllr M M Excell, Cllr M Henly, Cllr D Miller, Cllr P Whaites and Cllr L Vijeh

Officers: Mr S Fisher, Mrs R L Hope

1 Apologies for absence

Apologies for absence were received from Cllr Cameron, Shepherd, Swann, Turner and Yeowell

2 Declarations of Interest

Cllr Childs personal interest in Planning Application 09/04157/FUL in view of the relationship between the applicant and his employer

3 Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Planning Committee meeting held on 29 September 2009 be approved and signed as a correct record.

4 Matters Arising from the Minutes

Minute 11 (b) Badger Sett.

The Clerk reported that the SSDC Ecologist had indicated that he was satisfied with the progress of the new badger sett to the south of the Youth Club Car Park and had no significant concerns.

5 Planning Applications

Cllr Childs declared personal interest in Planning Application 09/04157/FUL in view of the relationship between the applicant and his employer.

It was RESOLVED that the Committee's comments on the applications on the attached list be submitted to South Somerset District Council

Cllr Vijeh left at 7.55pm after discussion of the first application.

6 Planning Decisions

The planning decisions on the attached list received from South Somerset District Council were noted.

Certificate of Lawfulness 09/03575/COL

The Clerk reported that he had received a Certificate of Lawfulness for an extension to the rear of 22 Love Lane and gave details of the decision.

ILMINSTER TOWN COUNCIL

7 Local Development Framework

The Clerk reminded the committee of the briefing meeting on November 16 which Cllr Beardon and the Clerk would attend. The cluster meeting to be held on November 26 to which two members were invited to attend, would be attended by Mayor and the Clerk, should more places become available the Clerk would inform members. In the event of more members of the Committee being able to attend on November 26, it was agreed that a pre-meeting should be arranged immediately before the cluster meeting. The Clerk reminded the Committee that SSDC had, if necessary undertaken to make a presentation specifically for Ilminster Town Council should the need arise.

8 Highways Matters

(a) Silver Street Parking
Deferred

(b) Swan Precinct
Deferred

(c) Bus shelters

The Clerk reported that the bus shelters on Canal Way and Riec Sur Belon Way were in the process on being installed.

He had received a quote for the repair of the bus shelter on Listers Hill. The committee agreed that the upper panel should be clear and the lower panels solid and should be repaired up to a cost of £250.

(d) Listers Hill to Sea

The Clerk reported that he Cllr Excell, District Councillor Goodall, PC Wright and Colin Fletcher had participated in a site meeting at Greenway Farm following the recent accident. Mr Fletcher was willing to provide more signage and additional road markings would be beneficial.

The road was not subject to a speed limit and it was agreed to ask Highways for a speed survey and then a reconsideration of the issue.

(e) Triangle Crossing

The Clerk had received the safety audit report and gave details to the Committee. The Committee agreed to the extension of the zig zag lines on the north side of the road for traffic approaching from the west and associated extension to the centre lines. It was felt that additional signage would not be of particular help to the safety of the crossing.

Cllr Kennedy left at 9.10pm

ILMINSTER TOWN COUNCIL

9 Action Plans

- (a) Cllr Childs asked if any progress had been made on the provision of finger posts in the Tesco courtyard.
- (b) Cllr Miller asked if there was any further progress on the Canal Way parking restrictions.

10 Town Clerk's Report and Correspondence

The Clerk reported that

- (a) there was a Poplar at West Crescent that was given cause for concern. It had been suggested that it should be reduced in size. The Committee agreed that the Clerk should obtain a second opinion and obtain quotes for the work.
- (b) he had received from South West Ambulance Service a consultation document. There was due to be a drop in day at The Albemarle Centre Taunton on 1 December.
- (c) the Devon/Somerset Fire Service were seeking public comment on their Draft Corporate Plan 2010/11 – 2010/13

11 Members Questions

- (a) Cllr Childs asked if the double yellow lines on Station Road could be made legal. To be discussed at the next Planning committee.
- (b) Cllr Excell asked that in the light of gates being left open on local footpaths, the issue could be discussed at the next Open Spaces Committee. She also thanked all those who had attended the Remembrance Day service.

The meeting closed at 9.25 pm

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Signed

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **PERSONNEL COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 17 November, 2009 at 7.30 p.m.

Present

Chairman: Cllr M M Excell

Vice-Chairman: Cllr R Beardon

Councillors: Cllr E Beattie, Cllr C Cameron, Cllr G Childs, Cllr M Davis, Cllr A Kennedy, Cllr D Miller, Cllr R Swann, Cllr P Whaites and Cllr L Vijeh

Officers: Mr S Fisher

- 1 Apologies for absence**
Apologies for absence were received from Cllr Shepherd.
- 2 Declarations of Interest**
None
- 3 Minutes of the Previous Meeting**
It was **RESOLVED** that the minutes of the Personnel Committee meeting held on 23 June 2009 be approved and signed as a correct record.
- 4 Matters Arising from the Minutes**
None
- 5 Training**
The Clerk outlined the broad training strategy that was adopted for staff of the Council. The strategy fell into four main categories
 - (a) Training and updating to ensure that the Council and its staff complied with legal and other statutory requirements.
 - (b) Training and updating to ensure that staff were conversant with all aspects of the equipment that was available to them in the interests of the efficiency of the service.
 - (c) Training and updating to enable staff to keep the Council well informed of developments within their area of responsibility.
 - (d) Training as part of the personal development of individual members of staff which would have an overall benefit to the Council and its operations.

All staff would undertake training covered by (a), (b) and (c) within available budgets. Training covered by (d) would normally be subject to approval by Council.

ILMINSTER TOWN COUNCIL

It was recognised that training for Open Spaces staff would be dependent on the existing skills of newly appointed employees. Office staff training continued to be focused on software and computer updating and, in the case of Mrs Shelley, on Cemetery protocols.

6 Staff Matters

The Committee received a paper outlining the salary scales, hours of work and holiday entitlement of staff employed by the Council. The Clerk amplified the details of the working conditions and outlined the strategies adopted for dealing with holidays, sickness and, as appropriate, lone working.

7.50pm Cllr Cameron arrived.

It was noted that the annual cost of living increase for the period April 2009 to March 2010, after national negotiation, had been agreed at 1% and implemented for staff under their conditions of service.

Members asked if a note of staff holidays could be made available.

7 Senior Open Spaces Warden

The Clerk reported that there had been an excellent response to the vacant post for Senior Open Spaces Warden with almost 40 completed applications.

The Panel comprising the Mayor, Chair of Open Spaces Committee and Town Clerk had identified six candidates for interview on 25 November 2009. Members confirmed the power of the Panel to appoint a suitable candidate. It was suggested that consideration should be given to calling further applicants for interview if any of the original group declined the invitation.

The Committee discussed ways of recognising the 15 years service given to the Council by the retiring Senior Open Spaces Warden, Mr Ernie Kemp. It was suggested that the Clerk agree a suitable venue with Mr Kemp where those closely involved could 'drop in' to pay tribute to his contribution. The Clerk was also asked to establish a collection so that a suitable gift could be purchased.

8 Work Load and Prioritisation

The Committee engaged in a wide ranging debate on the ability of the staff to deliver the activities demanded of them and possible strategies for prioritising the workload.

Consideration was given to alternative working practices including periods for which the office was open to the public, the availability of staff to respond to telephone enquiries and the use of consultants or Councillors to undertake pieces of work. Discussion was also pursued on establishing closer working links with volunteer bodies such as Ilminster Forum.

Members were reminded that they had agreed to prioritise work on the Ilminster Sports Initiative and the Strategic Vision in advance of achieving either Quality Council or Power of

ILMINSTER TOWN COUNCIL

Wellbeing status. As an aide memoire the Committee received details of both latter schemes to enable them to analyse the level of work necessary to prepare an acceptable submission.

At the conclusion of the discussion, it was agreed that the Clerk be asked to reflect upon the points raised and to prepare a paper which

- (a) proposed ways in which practices might be changed to enable required workloads to be delivered more efficiently.
- (b) Prioritised activities outlined in existing amalgamated Action Plans
- (c) Identified any staffing and financial implications of the proposals.

In this way it was expected that at a subsequent meeting the Council could, as appropriate, adopt those changes to working practices that it considered acceptable, address any financial implications and establish priorities where that was considered necessary.

9 Town Clerk's Report and Correspondence

The Clerk reported briefly on the Local Development Framework Briefing Session that he and the Deputy Mayor had attended on 16 November.

It was still hoped that it would be possible for those Councillors who wished, to attend the Ilminster Cluster meeting on 26 November provided that places were available. Cllrs Beattie, Cameron, Childs, Davis, Miller and Whaites signified their wish to attend along with the Mayor and Town Clerk. Members would be notified in due course and sent the papers.

10 Members Questions

- (a) Cllr Whaites reported a pothole on Long Close
- (b) Cllr Cameron reported that the sign at the junction of the Crewkerne road and the Whitelackington road was obscured by foliage and needed cleaning.
- (c) Cllr Childs enquired about the availability of sandbags for the area in the event of flooding.

The meeting closed at 9.05pm

.....
Signature

.....
Date

Ilminster Town Council

To: All members of Ilminster Town Council

Dear Councillor

You are summoned to attend a meeting of the ILMINSTER TOWN COUNCIL

To be held on Tuesday 24 November 2009 at 7.30pm at Council Offices, North Street, Ilminster to transact the business outlined below.

**Stephen Fisher
Town Clerk**

Date

Opening Prayer

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the Previous Meeting**
To confirm the minutes of the previous meeting held on 6 October 2009
- 4 Matters Arising from the Minutes**
- 5 Police Report**
- 6 Report from Somerset County Councillor**
- 7 Reports from District Councillors**
- 8 Budgets 2010/2011**
(Paper attached)
- 9 Minutes of Open Spaces Committee Meeting**
To receive the Minutes of Open Spaces Committee Meeting held on 20 October 2009 and recommendations therein.
- 10 Minutes of Finance and Policy Committee Meeting**
To receive the Minutes of Finance and Policy Committee Meeting held on 3 November 2009 and recommendation therein.
- 11 Minutes of Planning Committee Meeting**
To receive Minutes of Planning Committee Meetings held on 10 November 2009.

Iminster Town Council

- 12 Minutes of Personnel Committee Meeting**
To receive Minutes of Personnel Committee Meeting held on 17 November 2009
 - 13 Local Development Framework**
Updating report
 - 14 Market Towns Investment Group**
Updating report
 - 15 Community Plan**
(Papers attached)
 - 16 Mayors Communications**
 - 17 Reports from Representatives on Outside Bodies**
 - (a) To review representation on the Meeting House Steering Committee
 - (b) To review reporting from schools
 - (c) Format of reporting
 - (d) Reports
 - 18 Authorisation of Accounts**
 - 19 Town Clerk's Report and Correspondence**
 - 20 Members questions**
 - 21 Next Cycle of Meetings**
 - 1 December – Open Spaces
 - 8 December – Planning
 - 15 December – Finance and Policy
 - 5 January – Planning
 - 12 January – Town Council
- Town Council Surgery
5 December – Cllr Vijeh

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Iminster on Tuesday, 24 November, 2009 at 7.30p.m.

Present

Chairman: Cllr MM Excell

Councillors: Cllr E Beattie, Cllr G Childs, Cllr M Davis, Cllr M Henly, Cllr A Kennedy, Cllr R Swann, Cllr K Turner, Cllr P Whaites, Cllr L Yeoell

Officers: Mr S Fisher, Mrs R Hope

- 1 Apologies for absence**
Apologies for absence were received from Cllr Beardon, Cameron, Miller, Shepherd, Vljeh and District Councillor Goodall.
- 2 Declarations of Interest**
None
- 3 Minutes of the Previous Meeting**
It was RESOLVED that the Minutes of the Town Council meeting held on 6 October 2009 be approved and signed as a correct record.
- 4 Matters arising from the Minutes**
None
- 5 Police Report**
None
- 6 Reports from Somerset County Councillor**
County Councillor Turner reported that County had withdrawn from the Joint Area Committees. This was to be finalised at the next Area West Committee meeting. Confirmation was being sought that the budget for PCSO's was to be reduced by £125,000.
- 7 Reports from District Councillor**
District Councillor Turner reported that she was disappointed that the Joint Area Committees had worked. There was to be a review of schools at the Area West meeting in January.

Cllr Childs asked when was the hedging to be replanted on Canal Way. District Councillor Turner replied that they were in the current schedule of work.

ILMINSTER TOWN COUNCIL

8 Budgets

The Council received budget estimates for 2010/2011 adopted by the Open Spaces Committee on 20 October 2009 and the Finance and Policy Committee on 3 November 2009 which required an income of £149,913 to balance.

Upon the recommendation of the Finance and Policy Committee, it was proposed by Cllr Kennedy seconded by Cllr Beattie that the precept for 2010/2011 be set at £143,206, the same level as in 2009/2010 and that the shortfall against estimated budget be drawn from balances.

Cllr Henly, seconded by Cllr Childs proposed an amendment that the precept for 2010/2011 be set at £143,206 and that the budget be balanced by removing £2500 from Street Furniture expenditure and £4207 from Grants expenditure.

The amended proposal was put to the vote and carried.

Accordingly the Council RESOLVED that the Precept for 2010/2011 be set at £143,206 and that the budget for 2010/2011 be agreed with the removal of £2500 from the Street Furniture expenditure and £4207 for Grants expenditure.

9 Minutes of Open Spaces Committee Meeting

It was RESOLVED that the Minutes of the Open Spaces Committee Meeting held on 20 October 2009 be received.

10 Minutes of Finance and Policy Committee Meeting

It was RESOLVED that the Minutes of the Finance and Policy Committee Meeting held on the 3 November 2009 be received.

It was RESOLVED that Town Councillors withdraw from involvement in the surgeries and that these views be communicated to the District Council and the police.

11 Minutes of Planning Committee Meeting

It was RESOLVED that the Minutes of the Planning Committee Meeting held on 10 November 2009 be received.

12 Minutes of Personnel Committee Meeting

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 17 November 2009 be received.

13 Local Development Framework

The Clerk asked Councillors to confirm their intention to attend the Cluster Workshop on 26 November. He noted that SSDC had been particularly helpful in arranging participation in the evening.

ILMINSTER TOWN COUNCIL

14 Market Towns Investment Group

The Clerk reported that cleaning of the Market House was complete, the painting was almost finished and the work on the roof would be undertaken after the Christmas Lights were taken down.

On 12 November the Clerk and Cllr Beardon had attended an MTIG meeting. The Clerk commented that a Martock Councillor had given a thought provoking and inspiring presentation on what they had achieved in Martock over the last five years.

15 Community Plan Deferred

16 Mayors Communications

The Mayor reported that in October she had attended Wadham School as part of their Local Government day, the Lions Dinner at the Shrubbery, Chard Carnival and the Rotary Concert. In November the Lions 10K race, the road safety meeting at Greenway and acts of Remembrance on 8 and 11 November at the Minster.

17 Reports from Representatives on Outside Bodies

(a) Representation on the Meeting House Steering Committee

The Clerk reminded that Council that the Arts Centre at the Meeting House had established a small Steering Committee to oversee an Options Appraisal to look at future development and management of the Centre.

It was agreed that Cllr Davis be nominated to represent the Town Council on the Steering Committee and that if he were unable to attend, Cllr Turner who served as a District Councillor, would report back.

(b) To review reporting from schools

It was noted that a request had been made at the last meeting for regular reports from all schools serving Ilminster children. The Town Council did not nominate representatives to School Governing Bodies although one school, Greenfylde, had previously involved the Town Council to suggest names of individuals who could be considered as either Community or LEA Governors. Reports therefore could be made only by Councillor who were coincidently on Governing Bodies by other nominating means.

It was agreed that the Clerk contact the schools to determine whether regular reporting to the Town Council might be achieved and whether they were supportive of such action.

(c) Format of reporting

Deferred

(d) Reports

(i) Christmas Lights

The Clerk on Cllr Beardons behalf reported that no meeting had taken place but that the lights were now erected many using new LED bulbs.

ILMINSTER TOWN COUNCIL

(ii) Chamber of Commerce

Cllr Kennedy asked if he could stand down as the representative on the Chamber of Commerce. It was agreed to consider a new nomination at the next meeting.

(iii) Community Safety Partnership

The Clerk on behalf of Cllr Beardon reported there had been a meeting on 18 November. The Youth Club had changed its 'open door' policy to require young people to stay on site and so had reduced the nuisance behaviour in the town.

(iv) Greenfylde School

Cllr Whaites reported that 275 pupils attended the school in 10 classes. Three governors had resigned with two being replaced; there were two new parent governors and a new Chair of Governors. 135 shoe boxes were taken to the Minster for the Shoebox service and the school was to take part in a 'wave a prayer' across the Diocese. The school was to hold two Carol Services on 15, 16 December and Councillors were invited to attend.

(v) Ilminster Experience

The Clerk on behalf of Cllr Beardon reported that there was to be a meeting at the end of November when consideration would be given to holding the major events on Saturday only.

(vi) Ilminster Forum

Cllr Beattie reported that the AGM had taken place on 16 November. Footpath details of eight walks were available on the website. If funds were available a new permissive path was planned for next year. The Heritage Trail leaflet was at the printers. The Library garden project had been held up until tree roots could be removed. The swimming survey was being discussed by District Council officers. It was hoped to run monthly markets in the Market House from April to September.

18 Authorisation of Accounts

It was RESOLVED that the accounts listed in the Schedule, totalling the Total Sum £21,988.63 be approved

19 Town Clerk's Report and Correspondence

None

20 Members Questions

(a) Cllr Whaites asked if the Councillors were aware that the contents of a freezer had been dumped on West Crescent.

(b) Cllr Kennedy asked if the Councillors were aware that benches in the Cemetery had been tipped over.

(c) Cllr Davis asked if the Councillors were aware that the street lights along Station Road were not working.

(d) Cllr Excell asked if the drains could be cleared on Moolham Lane

ILMINSTER TOWN COUNCIL

- 21 Next Cycle of Meetings**
1 December – Open Spaces
8 December – Planning
15 December – Finance and Policy
5 January – Planning
12 January – Town Council.

The meeting closed at 8.45pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 24 November, 2009 at 7.30p.m.

Present

Chairman: Cllr MM Excell

Councillors: Cllr E Beattie, Cllr G Childs, Cllr M Davis, Cllr M Henly, Cllr A Kennedy, Cllr R Swann, Cllr K Turner, Cllr P Whaites, Cllr L Yeowell

Officers: Mr S Fisher, Mrs R Hope

- 1 Apologies for absence**
Apologies for absence were received from Cllr Beardon, Cameron, Miller, Shepherd, Vijeh and District Councillor Goodall.
- 2 Declarations of Interest**
None
- 3 Minutes of the Previous Meeting**
It was RESOLVED that the Minutes of the Town Council meeting held on 6 October 2009 be approved and signed as a correct record.
- 4 Matters arising from the Minutes**
None
- 5 Police Report**
None
- 6 Reports from Somerset County Councillor**
County Councillor Turner reported that County had withdrawn from the Joint Area Committees. This was to be finalised at the next Area West Committee meeting. Confirmation was being sought that the budget for PCSO's was to be reduced by £125,000.
- 7 Reports from District Councillor**
District Councillor Turner reported that she was disappointed that the Joint Area Committees were being disbanded as felt they had worked. There was to be a review of schools at the Area West meeting in January.

Cllr Childs asked when was the hedging to be replanted on Canal Way. District Councillor Turner replied that they were in the current schedule of work.

ILMINSTER TOWN COUNCIL

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ILMINSTER TOWN COUNCIL

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It was agreed that Cllr Davis be nominated to represent the Town Council on the Steering Committee and that if he were unable to attend, Cllr Turner who served as a District Councillor, would report back.

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It was noted that a request had been made at the last meeting for regular reports from all schools serving Ilminster children. The Town Council did not nominate representatives to School Governing Bodies although one school, Greenfylde, had previously involved the Town Council to suggest names of individuals who could be considered as either Community or LEA Governors. Reports therefore could be made only by Councillors who were coincidentally on Governing Bodies by other nominating means.

It was agreed that the Clerk contact the schools to determine whether regular reporting to the Town Council might be achieved and whether they were supportive of such action.

(c) Format of reporting

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(d) Reports

(i) Christmas Lights

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ILMINSTER TOWN COUNCIL

(iii) Community Safety Partnership

The Clerk on behalf of Cllr Beardon reported there had been a meeting on 18 November. The Youth Club had changed its 'open door' policy to require young people to stay on site and so had reduced the nuisance behaviour in the town. Cllr Excell commented that new indoor play equipment was on order for the Centre,

(iv) Greenfylde School

Cllr Whaites reported that 275 pupils attended the school in 10 classes. Three governors had resigned with two being replaced; there were two new parent governors and a new Chair of Governors. 135 shoe boxes were taken to the Minster for the Shoebox service and the school was to take part in a 'wave a prayer' across the Diocese. The school was to hold two Carol Services on 15, 16 December and Councillors were invited to attend.

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The Clerk on behalf of Cllr Beardon reported that there was to be a meeting at the end of November when consideration would be given to holding the major events on Saturday only.

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18 Authorisation of Accounts

It was RESOLVED that the accounts listed in the Schedule, totalling the Total Sum £21,988.63 be approved

19 Town Clerk's Report and Correspondence

None

20 Members Questions

(a) Cllr Whaites asked if the Councillors were aware that the contents of a freezer had been dumped on West Crescent.

(b) Cllr Kennedy asked if the Councillors were aware that benches in the Cemetery had been tipped over.

(c) Cllr Davis asked if the Councillors were aware that the street lights along Station Road were not working.

(d) Cllr Excell asked if the drains could be cleared on Moolham Lane

21 Next Cycle of Meetings

1 December – Open Spaces

8 December – Planning

15 December – Finance and Policy

5 January – Planning

12 January – Town Council.

ILMINSTER TOWN COUNCIL

The meeting closed at 8.45pm

.....
Signature

.....
Date

Iminster Town Council

To: All members of Iminster Town Council

Dear Councillor

You are summoned to attend a meeting of the PLANNING COMMITTEE

To be held on Tuesday 8 December 2009 at 7.30pm in the Council Chamber, Council Offices, North Street, Iminster to transact the business outline below.

**Stephen Fisher
Town Clerk**

Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the Previous Meeting**
To confirm the minutes of the Planning Committee meeting held on 10 November 2009.
- 4 Matters Arising from the Minutes**
- 5 Local Development Framework**
Notes from Cluster Meeting on 26 November attached.
- 6 Planning Applications (Attached)**
- 7 Planning Decisions (Attached)**
- 8 Local Development Framework**
- 9 Highways Matters**
 - (a) Swan Precinct
 - (b) Silver Street Parking
 - (c) Station Road Parking
- 10 Town Clerk's Report and Correspondence**
- 11 Members Questions**

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 8 December 2009 at 7.30 p.m.

Present

Chairman: Cllr R Beardon

Vice Chairman: Cllr A Kennedy

Councillors: Cllr E Beattie, Cllr C Cameron, Cllr G Childs, Cllr M M Excell, Cllr M Henly, Cllr D Miller, Cllr L Vijeh, Cllr L Yeoell

Officers: Mr S Fisher, Mrs M Shelley

Public Question Time

Members of the public asked about the progress of gritting on Herne Rise during icy weather.

1. Apologies for Absence

Apologies for absence were received from Cllrs Davis, Shepherd, Swann, Turner and Whaites.

2. Declarations of Interest

Cllr Cameron declared a personal and prejudicial interest in Item 5 Local Development Framework (Road from Shudrick Lane to Crewkerne Road) in view of family ownership of land in the area.

Cllr Yeoell declared a personal and prejudicial interest in Item 8.a. Highways Matters – Station Road Parking as one of the property owners is a friend and also his wife's employer.

3. Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Planning Committee meeting held on 10 November 2009 be approved and signed as a correct record.

4. Matters Arising from the Minutes

Minute 8 d – Highway Matters – Listers Hill to Sea

Cllr Excell asked about progress on reconsidering the introduction of speed limits in the area. The Clerk reported that his understanding was that the signage and the speed survey had been ordered but that no further information was available.

5. Local Development Framework

The Chair welcomed Jo Manly, Policy Planner, SSDC to the meeting to discuss further the draft plans for Ilminster in the Local Development Framework document. Members had received an aide memoire of debate at the Cluster Workshop held on 26 November 2009.

The Committee remained of the view that in recent years, Ilminster had developed in an unbalanced way where considerable housing expansion had been delivered without associated community facilities and employment.

ILMINSTER TOWN COUNCIL

Whilst it was accepted that employment land had been made available to the west of the town up to Southfields roundabout, there was concern that much of this lay within the flood plain. Bearing in mind that zones at flood risk were under continual review and that areas with potential to flood were often prohibitive financially to develop, it was extremely important that any land being proposed for employment use had confirmation from the Environment Agency that it was acceptable for this purpose.

The validity of the statistical information underpinning the analysis of job availability and employee mobility which was based on 2001 and 2006 data was questioned since much of it did not appear credible.

In relation to community facilities, the Leisure Services Department at SSDC had acknowledged the need for a Sports Hall and synthetic turf pitch in the town but saw its delivery as long term running to 2018. Ilminster was not seen as a priority for a swimming pool.

The education review were working on a population of around 13000 to justify a secondary school which clearly the town did not meet.

Car Parking had a perceived deficit of 120 places although the difficulty lay in identifying an appropriate site. However the deficit should allow the Council to argue for adequate parking associated with any new development in the town. It would be reasonable to explore alternatives such as a park and ride system to alleviate the problem.

Cllr Cameron declared a personal and prejudicial interest in the Road from Shudrick Lane to Crewkerne Road in view of family ownership of land in the area and left the meeting at 8.13 pm.

An analysis had been made of the costs of introducing a road from Shudrick Lane to Knott Oak set against the finances that might be released from introducing (say) 340 houses in the town. From the analysis, the development did not appear viable. Members were anxious to stress the benefits that would accrue to the community – reduced journey time for example. Some discussion was pursued on the extent to which Section 106 gains were ploughed back into the town which had not been easily seen from previous major developments.

Cllr Cameron returned at 8.30 pm.

Whilst the Committee was keen to find a mechanism for protecting the existing retail centre of the town, it was accepted that the provision of evidence was not feasible. Members felt that the absence of a clear retail boundary in the LDF programming was not helpful.

The Policy Planner agreed to research further some of the points raised and to provide the information along with the detail of her presentation to the Clerk so that the matter could be further discussed at the Finance & Policy Committee on 15 December 2009.

ILMINSTER TOWN COUNCIL

The Chair thanks Ms Manly for her presentation and for her support to the town in the LDF process.

6. Planning Applications

It was RESOLVED that the Committee's comments on the applications on the attached list be submitted to South Somerset District Council.

Cllr Kennedy left at 9.10 pm after discussion of the second planning application.

In relation to Planning Application No. 09/04401/FUL – Highways Agency Maintenance Depot at Southfields Roundabout – the Clerk reported notification of diversion of footpath CH14/8 to accommodate the development. The Committee had no objections to the proposal.

It was also noted that the Highways Agency were exploring with the Highways Authority the possibility of using the facilities and equipment at the new depot for works around the locality.

7. Planning Decisions

The planning decisions on the attached list received from South Somerset District Council were noted.

8. Highways Matters

(a) Station Road Parking

The Chair suspended the meeting to enable members of the public to express their concerns at the parking restrictions to the west of the entry to Samsons Office Supplies and opposite the entry to Coombes Builders.

The Clerk reported that whilst a section of double yellow lines outside the houses on the north side of the road were correct, the contractors had inadvertently extended the restrictions further to the west which were therefore unenforceable. He also reported that a letter had been received from Coombes seeking to regularise the restrictions since they felt that cars parking there were causing difficulties for their own vehicles leaving the site.

The Chair returned into Committee session. Cllr Yeoell declared a personal and prejudicial interest as one of the property owners is a friend and also his wife's employer and left the room for the debate.

After discussion the Committee agreed to ask the Highways Authority to correct the mistake in the double yellow lining at that site and then to undertake a review of parking restrictions in the area (including the proposed Zebra crossing to the west) so that proposals could be considered by the Town Council.

Cllr Yeoell returned to the meeting.

ILMINSTER TOWN COUNCIL

(b) Winterhay Lane Parking

The Chair suspended the meeting to enable members of the public to express their concerns at the parking situation at the entry to Winterhay Lane.

The Clerk reported that when the double yellow lines had been extended on Station Road, consideration had been given to relaxing restrictions at the entry to Winterhay Lane to accommodate any displaced parking. The Highways Authority had been unwilling to undertake the action because of the limited number of places that would be released and the lack of any apparent pressure.

The Clerk had already taken the matter up with the Highways Authority.

The Chair returned into Committee session.

Members agreed to await a response from the Highway Authority to the Clerk's initiative.

Cllr Vijeh left at 9.45 pm.

9. Town Clerk's Report and Correspondence

The Clerk reported

- (a) As from 5 November 2009 SSDC will be seeking affordable housing on all sites of 15 dwellings or more or of 0.5 hectare, irrespective of the number of dwellings.
- (b) Members were reminded of the Civic Carol Service on Sunday 13 December at 6 pm at the Minster Church.
- (c) Two spare tickets for Chard Town Council's Christmas Party on Friday 11 December at 7.30 pm.
- (d) He had been informed by SSDC that in an emergency sandbags will be delivered by SSDC on a 24 hour basis by ringing 01935 462462. The Clerk was asked to establish the definition of 'emergency'.
- (e) Receipt of a letter from the Leader of SCC asking all authorities to consider freezing Council Tax bills in 2010/2011.
- (f) Members received copies of the paper on Review of School Organisation in the Ilminster and Crewkerne areas which was being discussed by the County Council Cabinet on 9 December 2009.

10. Members Questions

The Mayor reported that the Town Council Christmas Tree had been installed in the Minster Church and the monies collected would be put to her charity – The Retired Greyhound Trust.

The meeting closed at 09.55pm

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Signed

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Date

Iminster Town Council

To: All members of Iminster Town Council

Dear Councillor

You are summoned to attend a meeting of the **FINANCE & POLICY COMMITTEE**

To be held on **Tuesday 15 December 2009 at 7.30pm** in the Council Chamber, Council Offices, North Street, Iminster to transact the business outline below.

Stephen Fisher
Town Clerk

Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the Previous Meeting**
To confirm the minutes of the previous meeting held on 3 November 2009
- 4 Matters Arising from the Minutes**
- 5 Local Development Framework**
To formulate a response to the Local Development Framework proposals.
Paper to be tabled
- 6 Community Plan**
To discuss with Chair of Iminster Forum the progress of the Community Plan
Papers circulated to Council on 24 November.
- 7 Website**
To consider action on website
- 8 Action Plans**
To discuss future presentation.
Paper to be tabled
- 9 French Market**
- 10 Agenda and Minutes**
To review format of Agenda and Minutes
- 11 Town Clerk's Report and Correspondence**
- 12 Members questions**

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 15 December, 2009 at 7.30 p.m.

Present

Chairman: Cllr D Miller

Councillors: Cllr R Beardon, Cllr C Cameron, Cllr G Childs, Cllr M Davis, Cllr M M Excell, Cllr M Henly, Cllr S Shepherd, Cllr R Swann Cllr P Whaites and Cllr L Yeoell.

Officers: Mr S Fisher, Mrs R Hope

- 1 Apologies for absence**
Apologies for absence were received from Cllr Beattie, Kennedy, Turner and Vijeh.
- 2 Declarations of Interest**
Cllr Cameron declared a personal and prejudicial interest in items relating to land to the east of Shudrick Lane in view of family ownership of land in the area and left the room when discussion took place on a road between Shudrick Lane and Knott Oak and potential housing development.
- 3 Minutes of the Previous Meeting**
It was **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on 3 November 2009 be approved and signed as a correct record.
- 4 Matters Arising from the Minutes**
Minute 5 Snow and Ice Strategy
The Clerk reported the grit bins had now been installed by the Highways Authority. There was concern expressed that the grit bin on Listers Hill bank was too obtrusive and would be better cut into Listers Hill bank.
Upon a proposal by Cllr Childs, seconded by Cllr Cameron, it was agreed to ask the Highways Authority to move the Lister Hill grit bin into the bankside.
- 5 Local Development Framework**
Cllr Cameron declared a personal and prejudicial interest in items relating to land to the east of Shudrick Lane in view of family ownership of land in the area and left the room when discussion took place on a road between Shudrick Lane and Knott Oak and potential housing development.

Following discussion at the Planning Committee on 8 December, with the SSDC Policy Planning Officer, the Committee received a draft response to the Local Development Framework proposals relating to Ilminster prepared by the Clerk.

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Cllr Cameron left the meeting at 7.53pm and returned at 7.57pm

Cllr Cameron left the meeting at 7.59pm and returned at 8.12pm

Members considered the response in detail and agreed a number of textual amendments and changes in emphasis. The Clerk was authorised to prepare and send a revised response to SSDC on behalf of the Council.

6 Community Plan

The Chair welcomed Cllr Carol Goodall to the meeting in her capacity as Chair of Ilminster Forum and suspended the meeting to allow her to contribute.

Members had received a summary of progress on the implementation of the Community Plan and Cllr Goodall outlined some of the projects that it was intended to pursue. The Forum only took on work it could complete and was looking for funding for the production of a Health Booklet.

There was also to be a mapping of play areas in the town. Members were happy for this to include those play areas owned by the Town Council.

Cllr Goodall indicated that the Forum could assist in preparing surveys and offering consultation events. She also offered the opportunity for the Council to put agenda and minutes on the Forum website with a dedicated page that could be accessed only by Council staff.

Cllr Goodall left the meeting after which the Chair returned into formal session.

Upon a proposal by Cllr Cameron seconded by Cllr Davis, it was **RESOLVED** to **RECOMMEND** that Council Agenda and Minutes be placed on the Ilminster Forum website.

7 Website

Members were in favour of the establishment of a Town Council website to carry agenda, minutes and other Town Council information.

The Clerk was asked to report back on the costs of establishing a website by a professional organisation including set up and on going costs.

8 Action Plans

The Committee received sample Action Plans which it was intended in future to present at each full Council meeting. The plans would chart progress on specific issues and give members the opportunity to prioritise activities.

Members were anxious that Action Plans should have a completion date associated with them and asked that it be introduced into future lists.

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9 French Market

The Clerk reported that he had been asked whether the Council were still in favour of a French Market operating in the town during March. Members felt that the French Market offered an interesting contribution to the portfolio of events and would be supported.

10 Agenda and Minutes

Cllr Cameron asked if in future, any items on an agenda requested by a Councillor should have that Councillors' name associated with them on the agenda.
The Committee agreed

The Chair pointed out that the member concerned should alert the Clerk to the likely content so that any underpinning work could be completed.

11 Town Clerk's Report and Correspondence

The Clerk reported that

- (a) Training events on 'Funding Projects and Services' and 'Making Projects Happen' were being organised by Somerset Market Towns Forum.
- (b) Potential frauds on salary payments which had been drawn to the attention of Councils by SALC. He would raise the matter with the Internal Auditor to confirm that present controls were sufficiently robust.
- (c) The Highways Agency had sent written responses to questions asked over their planning application considered at the last Planning Committee meeting.
- (d) One of the warden's chain saws which was almost 10 years old had failed and was considered uneconomic to repair.

The Clerk was authorised to purchased a replacement at a cost of around £230.

12 Members Questions

- (a) Cllr Henly asked if discussion could take place at a future meeting on Health and Safety issues associated with French Markets.
- (b) Cllr Beardon remarked on the excellent work that the Clerk had done on the LDF, and his comments were warmly supported by the rest of the committee.

The meeting closed at 9.00pm

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Signature

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Date

ILMINSTER TOWN COUNCIL