

PROJECT PLAN
18th June 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
A - Cemetery							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2012	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with eth work based on the process obtained.	Agreement with Callisters	Sept 2013	Goodall
3	11	30/10/07 Revisited 16/09/08	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces.	In abeyance awaiting other cemetery actions.	Review Dec 2012	Goodall/ Whaites
B - Recreation Areas							
4	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging work scheduled for week commencing 3 rd December 2012	Contractor has been on-site some issues still to be resolved. 29.01.13 Contractors working 03.05.13	May 2013	Goodall
5	10	7/6/11	Additional land for recreational space.	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13	Discussion with SSDC to continue	Dec 2013	Goodall
6	8	7/5/11	Hammerhead land	Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 - Councillors requested item remains on action plan			Shepherd

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7	15	13/10/09	New Management Plan for Herne Hill	The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.	SWT to be contacted reference assistance in producing a management plan. Advisory Group met last week. 12.03.13	May 2013	Goodall
8	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	Amendment to be made and Byelaws re-sent. Byelaws submitted to relevant Government Department for approval Nov 2012 – 20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission	Chased - Week commencing 11.03.13, and again 03/06/13 & 10/06/13.	Dec 2013	Miller
9	4	6/9/11	Canal Banks	To bring canal back to full working order.	Cllr Swann to advise on further steps if any	Review Oct 2013	Swann
C – Town enhancements							
An embryo Town Team has met (October 2012) and submitted an expression of interest							
D – Vision							
10	3	07/10/08 Revisited 17/5/11	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and complete it in a form which can easily morph into a Neighbourhood Plan.	SSDC hosting information evenings on Neighbourhood Plans in November 2012 – Town Clerk to attend 27.11.12	May 2013	Goodall
11	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 10	Austin
E – Office							
12	6	17/04/12	Website	Council not to renew the website	Somerset Web	31 st March 2013	Lawson

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No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
E -- Personnel (Wardens and Office Staff)							
			review	contract and as an interim measure use temporary web pages and facebook.	Services identified as a preferred supplier.		
F- Highways/Pavements Paths							
13	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage.	Awaiting painting of new lines	Apr 2012	Austin
G -- Miscellaneous							
14	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Ctee has liaised with SSDC -- who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work.	Miller

Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 01 July 2013 13:51
To: 'Andrew Shearman'
Subject: FW: planning
Attachments: Planning Guidance Notes.doc; Plant Chart.xls

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Hi Andy,

This is the planning guidance notes we were talking about last week,

Carol said ".....You will need to bear in mind that the section devoted Regional plans and local Plans is out of date – although some parts of it are still being used. It will need to be replaced with a Local Plan"

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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

Town Clerk

From: robertdrayton@sky.com
Sent: 22 July 2013 10:54
To: Town Clerk
Subject: Planning Ctte



Morning Joy

Below is advance notice of a question which I wish to ask in public question time at tonight's planning ctte meeting at 7.30pm.

Kind regards

Rob Drayton

The Local Plan inspector's interim report states that the direction of growth for Ilminster in Shudrick Valley is unsound, and he has recommended Canal Way as the most sustainable option. This has now been supported by the district council, a timetable for the changes into the Local Plan has been published, and the inspector has agreed to the council's request for a six month suspension.

The town council's official response to the consultation on the Local Plan was to support the Shudrick Valley option for development. Can you confirm that the town council will now be fully behind the district council's Local Plan for direction of growth in Canal Way, and that its Vision document for the town will be amended accordingly to reflect the changes. Also, can you give some idea of the timetable for the publication of the Vision and when it was be available for public consultation.

Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 22 July 2013 16:54
To: 'Emma Jane'; 'Andrew Shearman'; 'Andrew Shearman Ilminster TC'
Cc: Carol.Goodall@southsomerset.gov.uk
Subject: FW: Planning Ctte

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The below is self explanatory – the response will require some thought – Mr Drayton is aware that it will not be responded to at this evenings meeting – although that ought to be said at the meeting

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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accordingly to reflect the changes. Also, can you give some idea of the timetable for the publication of the Vision and when it was be available for public consultation.

Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 29 July 2013 08:23
To: 'Steve Sowden'
Cc: 'Emma Jane'
Subject: Ilminster contacts

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I would suggest the Mayor, Emma Jane Taylor is your best contact for either subject

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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

From: Steve Sowden [mailto:steve.sowden@chardandilminsternews.co.uk]
Sent: 26 July 2013 12:49
To: Town Clerk
Subject: RE:

Excellent! ☺

Also, who would be the best person to speak to from the council regarding the Local Plan re: Shudrick Valley/Canal Way. And who would be the best person to speak to from the council regarding the sports facilities in Ilminster re: Ilminster Town moving ground etc?

Steve

From: Town Clerk [mailto:town.clerk@ilminster.gov.uk]
Sent: 26 July 2013 12:47
To: Steve Sowden
Subject: RE:

Hi Steve next Thursday at 10:00 would be good - I'll get donuts

Joy

Joy Norris
Town Clerk
Ilminster Town Council

Tel: 01460 52149



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

From: Steve Sowden [<mailto:steve.sowden@chardandilminsternews.co.uk>]

Sent: 24 July 2013 13:07

To: Town Clerk

Subject: RE:

How's about next Thursday morning?

Now that I'm based in Taunton; I don't get over to Chard/Ilminster as much as I should. So me coming to you would give me a chance to wander round Ilminster!

From: Town Clerk [<mailto:town.clerk@ilminster.gov.uk>]

Sent: 24 July 2013 13:05

To: Steve Sowden

Subject: RE:

Hi Steve, I would love to meet you properly but I am on a course all day tomorrow. Would you have any time next week (other than Tuesday) - if it is easier I can meet you in Taunton

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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

ILMINSTER TOWN COUNCIL

Council Offices
North Street
ILMINSTER
Somerset
TA19 0DG

Tel: 01460 52149
Fax: 01460 55642
e-mail: town.council@ilminster.gov.uk

The Mayor of Ilminster: Cllr Emma Jane Taylor

[Redacted Name and Address]

Name & Address redacted
as it is personal information

28 July 2013

Dear [Redacted Name]

Re: Your letter dated 12 July 2013

Thank you for your letter, which arrived while I was out of the country on a business trip. I was pleased to see that you had read the Town Council's Newsletter it would seem that many people do not even bother. So, to answer your questions.

1. **Expenses.** Currently no Ilminster Councillor claims expenses and none has done so during my time on the Council. However if an individual wished to stand for Council but could only afford to do so if some expenses were paid then it would only be right for the Council to consider the matter.

The Mayor does have a fund which is used to ensure the Mayor is able to represent the Town when and where required. It can also be used to cover some of the costs of hosting dignitaries to the Town. What this money **does not** do is provide a clothing allowance or cover my travel expenses. In fact in recent years Mayors have tried to ensure that their civic events are self funding.

2. **Increase in the precept.** One of the reasons I stood as a Councillor at the last election was because when I saw the finances of the Town Council they did not make sense. On closer examination, it became clear that over the years appropriate funds to ensure we could maintain and replace our assets had not been secured. Last year before setting the 39% increase a full inventory of the Town Council's assets was taken and we also looked at what additional work staff would need to take on to minimize any effects of funding and service cuts from the District and County Councils. Having considered all these facts, then assessed our figures it was agreed that it was necessary to increase our precept by 39%.

When it came to setting the precept for this year, the changes in government regulations meant that to just stand still we had to increase the precept by 12%.

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Councillors wanted to ensure we could work to keep improving the Town and looking at the projects we wanted to move forward we settled on an increase of 20%.

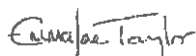
Unfortunately in the past the Government has been against Town and Parish Councils holding a large reserve. So for a number of years, in order to reduce the reserve in Ilminster, the Town Council did not raise the precept and used the reserve instead. If this had not happened or if the Council had just raised the precept in line with inflation there would be no need for the present increases.

It is worth noting that the Band D Residents of Ilminster are paying £116.19 this year to the Town Council while in Martock Band D Residents are paying £149.74 and in Somerton Band D Residents are paying £150.01. All three market towns have approximately the same number of residents and provide similar services. Two years ago Ilminster Town Council was trying to do this with a precept that was around £70 less than the other two market towns and when you consider the current council service cuts and price increases this could not continue.

I believe that all of the Councillors on the Town Council would have preferred not to be in the position we found ourselves and would have preferred not to have to make such large a increase to the precept but unfortunately that was not possible.

3. **Local Plan** – The Local Plan is a matter for South Somerset District Council (SSDC) and Ilminster Town Council like other parishes in the area are only Consultees. The meeting you refer to was a SSDC meeting and as a Town Councillor I am not in a position to comment on behalf of SSDC.

Yours Sincerely



Cllr Emma Jane Taylor
Mayor of Ilminster

PROJECT PLAN
Updated for Council Meeting to be held 30 July 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
A – Cemetery							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2013	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with eth work based on the process obtained.	Agreement with Callisters	Sept 2013	Goodall
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5	10	7/6/11	Additional land for recreational space.			Dec 2013	Goodall
6	8	7/5/11	Hammerhead land	Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 – Councillors requested item remains on action plan			Shepherd
7	15	13/10/09	New Management Plan for	The last management plan for Heme Hill was produced in 1995. Much has changed since then and a new	SW/T to be contacted reference assistance in producing a	December 2013	Goodall

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9	4	6/9/11	Canal Banks	To bring canal back to full working order.	Cllr Swann to advise on further steps if any	Review Oct 2013	Swann
C – Town enhancements							
An embryo Town Team has met (October 2012) and submitted an expression of interest							
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G – Miscellaneous							
14	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Ctee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work. – Joy to update	Miller

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ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, North Street Ilminster on Tuesday 30th July 2013 at 19:30hrs

Present

Chairman: Cllr E Taylor

Councillors: Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr V Keitch, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr S Storey and Cllr L Vjeh.

In Attendance: Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

Members of the Public: Two members of the public attended.

16. Apologies for absence

Apologies of absence were received from Cllr Lawson, Sothem and Swann.

17. Declarations of Interest

Name	Agenda No	Topic	Type of Interest	Nature of Interest
Cllr J Pallister	9	Open Spaces	Personal	Member of Sports Club
Cllr A Shearman	9	Open Spaces	Personal	SCC Employee
Cllr C Goodall	10	Finance & Policy	Personal	Tourism
Cllr S Shepherd	10	Finance & Policy	Personal	Tourism

18. Minutes

RESOLVED

(i) that the minutes of the meetings held on 18th June 2013 be confirmed as a correct record.

(ii) To note the Action Plan relating to the Town Council Meetings.

Issues discussed regarding the action plan included:

- Minutes of Town Council meeting held on 04.12.12. The progress to date column needs to be updated to include the months "Jan – March 2013" when the flooding report was sent to residents
- Minutes of Town Council held on 26 March 2013 The progress to date column needs to be updated to include , "week commencing 10th June 2013" as the date the newsletter arrived from the printers.

19. Mayor's Announcements/Engagements

a) The Mayor highlighted recent Town Council achievements and activities, particularly

- The Football Stand had been removed at the Recreation Ground.
- The Town Council's Grant system is now in place as is the Media & Publicity Policy, and major steps have been taken regarding the staffing HR Policy.
- The summer competitions, Scarecrow, Miniature Garden at Greenfyld and Decorate a Skateboard at Swanmead School, were each a success.
- Excellent feedback received from the Town Council's Newsletter and Consultation questionnaire.
- Letters had been sent to dignitaries inviting them to the Party on the Park for afternoon tea. The Youth and Football club had volunteered of the managing of the BBQ, and the Women's Institute would be

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

providing cream teas. Three Bands have been confirmed to play at the event, a tug of war activity has been arranged, which is being advertised by posters around the town, the Mayor welcomed Councillors to join in and asked the Council to consider managing a pitch, possibly on a rota basis, as she felt it would be great opportunity for Councillors to be involved.

b) Details of events that the Mayor had attended between 18th June 2013 and 30th July 2013 had been circulated with the agenda.

20. Police Report

The Council received a written report from PCSO Gareth Allington, on the activities in the area since the last report in June 2013. PC Andy Stuart attended the meeting and gave an oral report, Andy Stuart informed the Council that Travellers have occupied land at Canal Way and he believed the land owner had served them notice.

Andy Stuart asked if the Fair will be residing at Brittens Field in the future.

The Clerk reported that she will be attending a meeting, arranged for the 31st July 2013 with the owners of the Fair to discuss future plans.

21. Report from County Councillors

Somerset County Councillor Linda Vijeh, circulated a written report with the Council agenda and also reported on a number of matters which had arisen since the report was produced.

- Councillor Vijeh has been appointed as representative for Ilminster Education Foundation and will submit a report at the next Council meeting
- SCC will be re-starting an initiative to reward employees.
- Visited an Ilminster resident concerned by parking issues but has had little response from Highways.
- Contacted by several Ilminster residents, whom she visited, regarding Flooding and the proposed plans, many of whom were very upset, due to rising Insurance Premiums.
- Informed the Council of the preparation of work at the roundabout by Southfield (A303) notifying the works will be carried out, over duration of 10 weeks but will be consulting with Highways to ensure little disruption as possible.

22. Reports from District Councillor

District Councillor Carol Goodall informed the Council a report had been received from Mr Robert Meecham (engineer at SSDC) who had sent a map of proposed flood alleviation works.

Councillor Goodall reported she had attended the Opening of the Blackdown View Play Area, which has been revamped; lots of youngsters attended and were very happy to see such an impressive change and the Youth Council are arranging to visit.

Councillor Goodall then reported upon an Extraordinary Meeting of the South Somerset District Council held the previous evening (29 July 2013) with a single agenda item, the Report on the South Somerset Local Plan. The purpose of the Report was to inform members of the receipt of the Inspector's Preliminary findings on the South Somerset Proposed Submission Local Plan, the options he presented and to recommend to the Council to suspend the Examination whilst further work is concluded to address concerns raised by the Inspector.

The main issues for the Inspector were:

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

- The Sustainability Appraisal with regard to the Yeovil Sustainable Urban Extension
 - The proposed direction of growth in Ilminster
 - The quantum of employment land allocated in the rural areas outside of Yeovil
- The Inspector had also sought clarity on 3 further issues.

The three options available to the District Council :

1. Continue with the examination, but the Inspector would find the Plan unsound
2. Withdraw the Plan and start the Local Plan process again
3. Seek a suspension of the Examination to address the issues raised by the Inspector

After considering the options it was recommended that the District Council go for the option three – suspension of the Examination to address the issues raised by the Inspector - because it allowed the process to be completed which would ensure Planning Policy Guidance for growth; this recommendation was approved by a majority vote. The extra work will be done by the Independent Consultant, Infusion, not District Council officers and the consultants' details and the brief they are going to be working will be posted on the District Council website.

23. Amendment to Standing Orders

Following adoption of the Media and Publicity Policy at the Council meeting on 18 June 2013, the recommendation presented to that meeting (on the Town Clerk's report) to delete Standing Order 28 B needs to be agreed by Council. Standing Order 28B reads "In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media unless authorised to do so by a majority vote at a meeting of the Council or its Committees."

RESOLVED to delete standing order 28 B.

24. Open Spaces Committee Meeting

The Chair of the Open Spaces Committee provided an oral update on relevant matters and presented recommendations made by the Committee 2nd July 2013 and 23rd July 2013.

- **Additional guttering for the pavilion**

RESOLVED that a reimbursement of £43.20 be made for the additional guttering items purchased for the pavilion, with the understanding that future purchases must be made via the office, otherwise monies will not be refunded.

- **Cemetery Lodge - Tenants Contract Renewal**

RESOLVED that the Town Council agrees to the tenants request to have a rolling month to month tenancy agreement on the cemetery lodge.

- **Flower Trough at Sea Road**

RESOLVED that we move the flower trough at Sea Road onto the land owned by

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

Gooch and Housego, subject to their written permission.

- **Flooding alleviation Grant**

RESOLVED that:

- i) the Town Council contributes 20% of the costs of the works to a maximum amount of £5,000.
- ii) that the expenditure is taken from the unallocated contingency fund.
- iii) that the Council uses its powers under S137 of the Local Government Act 1972 to make the agreed expenditure.

- **Open Spaces Review**

The draft project brief for the landscape designer / architect was tabled and discussed.

RESOLVED that:

- i) that the Terms of Reference for the Open Spaces Review Group be amended as shown on Appendix A
- ii) that the Town Council obtains professional advice to assist with the design of a master plan for the Wharf Lane Recreation Area and Britten's Field and
- iii) the Council approves the brief for a landscape designer to provide assistance in creating a master plan for the Wharf Lane Recreation area and Britten's Field with the exception of the project.
- iv) the Town Clerk is given delegated authority, following consultation with the chairs of the Open Spaces Committee, and the Finance and Policy Committee, to approve the project background and photos section of the project brief for a designer.
- v) that an application is made to South Somerset District Council to fund the cost of the professional advice from S106 monies, which has provisionally been allocated for use in Ilminster.

- **Market Town Investment**

RESOLVED that:

- i) that the Council makes a contribution to the Portas Project Proposal (based on the themes of Town Image and Community Facelift) and recognises that such contributions can be work in kind.
- ii) that the Town Council develops a sponsorship policy.
- iii) that the Town Council actively seeks sponsorship from businesses in the town.
- iv) that the Town Council recognises the proposal will require ongoing resources to be provided e.g. labour and finance.

25. Finance & Policy Committee

The Chair of the Finance and Policy Committee provided an oral update on relevant matters and present recommendations made by the Committee meeting held on the Tuesday 16th July 2013.

- **Grant Application - Cygnet Pre-school**

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

RESOLVED that a grant of £1,500 be awarded to the Cygnet Pre-school for funding towards a new building.

- **Grant Application – 3D Sensory Centre**

RESOLVED that a grant of £250 be awarded to the Sensory Centre for a Garden Sensory Box for the '3 Dimensions' sessions.

- **Membership Fees Community Council for Somerset**

RESOLVED that the Council renews the membership to the Community Council for Somerset for the year 2013/14.

- **Draft Service Level Agreement for Ilminster Tourism**

RESOLVED that the Council adopt the service level agreement for Ilminster Local Information Centre, managed by Ilminster Tourism.

- **Revenue Subsidy Grant Policy**

RESOLVED that the Council adopt the revenue grant policy.

26. Staffing Committee

The Chair of The Staffing Committee provided an oral update on relevant matters and present recommendations made by the Committee meeting held on Tuesday 9 July 2013.

- **Capability Policy and Procedure**

RESOLVED to adopt the Capability Policy and Procedure.

- **Staff Appraisal Framework**

RESOLVED to:

- i) adopt the staff appraisal framework,
- ii) that training on appraisals is provided for all staff by a trainer external to the Town Council
- iii) that a report on what has worked well and suggested changes be made to the Staffing Committee after the first round of appraisal meetings has been completed.

- **Pension Discretions**

RESOLVED that:

- i) that the Town Council adopts a policy of taking all decisions in relation to LGPS discretions on a case by case basis and on each occasion will take into account all possible risks and implications for the Council with the exception of Regulation 3 – determining the employee contribution rate.
- ii) with regard to Regulation 3 – “determining employee contribution rate” that the contribution rate band will be changed as appropriate whenever a pay change occurs.

27. Planning Committee

The Chair of the Planning Committee reported the Committee met on the Monday 22nd July 2013, and there are no recommendations for Council to consider.

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

28. Reports from Representatives on Outside Bodies

The following reports were received from Representatives on Outside Bodies.

Arts Centre – Report received from Cllr Sothern

The Arts Centre are now in the final stages of refurbishing the kitchen, after significant fundraising; And are putting energies into children's summer holiday workshops; they are making efforts to reduce the number of thefts from the Craft Shop, and have involved a PCSO for guidance.

SALC A report received from Cllr Miller was circulated with agenda, nothing further was added or commented upon at the Council meeting. .

Iminster Education Foundation - Councillor Vijeh reported that as a County Councillor she had been invited to sit on the Iminster Education Foundation

Iminster Forum Councillor Goodall reported the town app is now live.

29. Nominate Representatives to Outside Bodies

- i) Cllr Vijeh volunteered to be a representative for the Twinning Association.
- ii) Cllr Storey volunteered to be a representative for Greenfyld School.
- iii) It was confirmed that Cllr Storey volunteered to be Iminster Town Council's PACT Representative at a past meeting.
- iv) Cllr Keitch volunteered to be a PACT representative for Iminster Town Council alongside Councillor Storey

30. Authorisation of Payments

RESOLVED that the accounts listed in the schedules presented to the Council, totalling £34,797.17, be approved.

31. Project Plan

The Council considered the progress on the project plan and the following changes are necessary –

RESOLVED that the following changes be made to the project plan

- (i) Skate Park (No. 4) review date to be changed to December 2013
- (ii) Creation of new path in the cemetery (No. 3) – delete item
- (iii) Byelaws (No. 8) –additional comment added that David Laws MP has been requested to investigate time taken by DCLG.
- (iv) Strategic Vision (No. 10) – amend to indicate that Town Clerk attended Neighbourhood Planning event 27 November 2012
- (v) Website (No 12). Change milestone date to 2013/14
- (vi) Station Road Parking (No. 13) add text "Near to completion"

The meeting closed at 21:38 hrs.

Chair's Signature & Date

Town Clerk

From: robertdrayton@sky.com
Sent: 20 August 2013 21:07
To: Town Clerk
Subject: Re: Planning Ctte

46

Good morning Joy,

Concerning my question raised at the Planning Ctte in July, will I be getting a reply from someone????

Many thanks

Rob Drayton

From: "robertdrayton@sky.com" <robertdrayton@sky.com>
To: Town Clerk <town.clerk@ilminster.gov.uk>
Sent: Tuesday, 23 July 2013, 10:27
Subject: Re: Planning Ctte

Joy - have made that correction in the last line and sending again.

Many thanks

Rob Drayton

The Local Plan inspector's interim report states that the direction of growth for Ilminster in Shudrick Valley is unsound, and he has recommended Canal Way as the most sustainable option. This has now been supported by the district council, a timetable for the changes into the Local Plan has been published, and the inspector has agreed to the council's request for a six month suspension.

The town council's official response to the consultation on the Local Plan was to support the Shudrick Valley option for development. Can you confirm that the town council will now be fully behind the district council's Local Plan for direction of growth in Canal Way, and that its Vision document for the town will be amended accordingly to reflect the changes. Also, can you give some idea of the timetable for the publication of the Vision and when it will be available for public consultation.

From: "robertdrayton@sky.com" <robertdrayton@sky.com>
To: Town Clerk <town.clerk@ilminster.gov.uk>
Sent: Monday, 22 July 2013, 10:53
Subject: Planning Ctte

Morning Joy

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Kind regards

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Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 20 August 2013 21:43
To: 'Emma Jane'
Cc: Carol Goodall (mary@hawkinslott.co.uk)
Subject: FW: Planning Ctte

47

I have just received an email from Mr Drayton reminding me that he has not had a response to this question he asked at Council - I will tell him that as far as the Local Plan is concerned the Council will discuss it and come to a view when we are consulted and given the relevant information. Is there anything particular that you would like me to say regarding the vision - other than that we are concentrating on the Open Spaces Review at the present time which is obviously a key part of forming a strategic vision for the future. - and that there has already been consultation on the review and further consultation is scheduled for November?

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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Town Clerk

From: mary@hawkinslott.co.uk
Sent: 21 August 2013 08:42
To: 'Town Clerk'
Subject: RE: Planning Ctte

48

Dear Joy

As you say the Council *will discuss it and come to a view when we are consulted and given the relevant information.* What I have said to residents who ask about the 'Vision' is that the Vision or Neighbourhood plan (whatever you call it) has to sit within the Local Plan and until the Local Plan is agreed the completion of the Vision has to wait.

Carol

From: Town Clerk [<mailto:town.clerk@ilminster.gov.uk>]
Sent: 20 August 2013 21:43
To: 'Emma Jane'
Cc: Carol Goodall
Subject: FW: Planning Ctte

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Joy Norris
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Sent: Monday, 22 July 2013, 10:53

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49

COUNTY COUNCILLOR UPDATE AND OVERVIEW AUGUST 2013

MEMBER REPRESENTATION

Confirmation of my formal appointment to the following has now been received:-

- Cabinet Support Member for Children & Families
- Corporate Parents Group
- Educating Children in Care Steering Group
- Member Development Panel
- Scrutiny for Policies and People Committee
- Early Childhood and Childcare Network
- Learning Disabilities Advisory Board
- Somerset Children's Trust Board
- Ilminster Education Foundation
- Somerset Skills and Learning – (proposed Chair)
- Somerset Governor's Steering Group
- Somerset Schools Forum – Representing Special Schools

FULL COUNCIL MEETING – 17TH JULY 2013

Not attended by me due to prior work commitments arranged before being elected.

Summary of key outcomes and resolutions:-

- The draft County Plan for 2014-2017 has been endorsed, now out to public consultation prior to the final version presented to Full Council in Nov. 2013.
- Recommendation by the independent Remuneration Panel, to increase Members' allowances by 3%, has been approved. Basic payment increased from £9,880 p.a. to £10,251, backdated to 6 May 2013. Increase also approved for Special Responsibility Allowances for chairs etc. .

OFSTED SAFEGUARDING INSPECTION

There has been disappointment and concern over the failure of SCC's recent OFSTED Safeguarding inspection, which has been widely reported. Prior to the inspection I had already scheduled a meeting with Clare Steel, Lead Commissioner for Adults and Health for later this month, over mown local concerns in relation to social services and adult care. This was as a result of my frequent involvement prior to being elected, and I will report back on this next month. SCC were fully aware

of shortfalls identified in the report, and had already put in place measures to address issues identified, principally by the appointment of Peter Lewis (brought into Haringey after baby P) as interim director, mentioned in last month's report. SCC are urgently reviewing all children on child protection plans to ensure that the measures taken to protect them are sufficient and effective. Relevant website links can be provided on request.

COUNTY FARMS

A meeting was held with the SCC Leader, councillors, and officers to discuss concerns and seek clarification in relation to the continued proposals for the sale of County farms in the area. A review is now taking place and a report will be forthcoming.

FLOOD MITIGATION FUND

Applications have been submitted by Donyatt and Ilminster, with the outcomes yet to be advised. At the invitation of local residents, I visited the Home Farm Park site in Ilminster as there were concerns over proposed flood alleviation plans.

FRACKING

Several local residents have been in contact expressing their views over any potential plans for fracking. Portfolio holder, David Hall has confirmed there are no plans for the Ilminster area.

MEMBER DEVELOPMENT

I continue to participate in the development of elected members at SCC. By actively supporting this, I feel the public will benefit from the increased skill levels and experience of their elected representatives. Further progress meetings to be held in September.

SCC 4Cs CHAMPION NETWORK

As the only elected member at SCC who agreed to be involved, I attended the introductory meeting of the 4Cs Champion Network, with further meetings scheduled for September.

This initiative forms a key part in raising staff morale at SCC, at a time when expectations are high and resources limited. The intention is to recognise and reward those members of staff nominated by their peers, managers, and the general public, across a number of key areas in relation to the 4Cs - Can do Attitude; Care and Respect; Collaboration; Customer Focus.

EDUCATION

There has been no further Schools Forum meeting since my last report.

The need for clarification over the recruitment of an Exec. Officer for Somerset Governor's Steering Group, (who will fund it) will be discussed at their next meeting later this year.

I attended a meeting of Ilminster Education Foundation, at their request, as an observer, to provide a more formal link with SCC.

With the local plan for Ilminster not yet resolved, current interest is heightened due to the contractual relationship between IEF and land under their ownership, at Greenfylde School site.

I have met with local schools to discuss levels of involvement, and am actively seeking funds for a breakfast club at Winsham; there is clear evidence of the benefits in relation to both behaviour and educational achievement. I have been approached by several individuals over concerns with local education provision, which I have referred to the appropriate bodies.

Julia Ridge, Commissioner for School Places, is working on solutions for excluded children.

School transport review is ongoing; with changes planned to support deprived families.

Primary school performance, previously below nationally average, is now 3% above.

WASTE/YOUNG OFFENDERS

Plans are now well advanced for the use of young offenders through the probation service to litter pick in Ashill and Broadway. A meeting is due to take place to sign the relevant paperwork to ensure work can begin promptly. There is the intention to extend the range of tasks carried out. There have been minor concerns in connection with supervision and quality of work, based on previous experience, which I have raised with the probation officer.

DILLINGTON HOUSE

Questions have been raised by members of the public in relation to the financial arrangements for Dillington, and the extent to which there may be liability should there be a deficit. Details of current financial arrangements have been received, with further clarification requested.

LOCAL ASSISTANCE SCHEME

Intended to meet needs that were previously met by the Social Fund, and for emergencies only – loans no longer offered and assistance is provided in-kind. Assistance can be accessed through CAB and criteria for eligibility relate to basic needs such as food, furniture, equipment, heat, travel. I have raised concerns over the appropriateness of the system now in place.

Contact for further information is – Stephen Barker sfbarker@somerset.gov.uk

HIGHWAYS

A local resident has raised concerns over visibility issues when exiting Summervale Medical Centre; the hedge on the corner is obstructing the view of traffic coming from Ilminster direction.

The Atkins £30m. highway maintenance contract is to be taken over by Skanska.

SOCIAL MEDIA ISSUES

With the recent suicides of two youngsters as a result of social media 'trolling', I have raised concerns publicly and as a result have been contacted by several local people experiencing the same, which I will continue to pursue, in support, to try to put an end to this terrible practice.

HEALTH AND WELLBEING BOARD

I attended the first meeting on 25th July as an observer, as this is an area in which I have a particular personal interest. Although a statutory body, with the stated strategic aim of improving the health and wellbeing of everyone in the County, it has no budget for delivery, with the emphasis on influencing how existing funding is spent.

There is commitment to listening to the views of local people, partners and businesses to shape how services are delivered.

Despite the assertion that educational attainment is closely associated with health and wellbeing, it was disappointing to note that there is no provision for school representation on the board, or transportation.

Children eligible for free school meals achieve performance levels at 50% less than others at GCSE level, and despite progress, in Somerset these improvements have been slower than the national increase.

A Troubled Families Programme is to be introduced to handle specific work with vulnerable and excluded groups. I have raised concerns over 'labelling' families as such.

Gove's focus is on LAs being 'Champions of the Child', NOT the service that provides for them.

The board, and the newly formed Care Commissioning Group, are looking to target pregnant smokers as an area for early focus; Somerset has one of the highest rates in the country.

Somerset also has the worst rate in the southwest in relation to physical activity.

There is acknowledgement that provision for carers needs to be joined up, with more integration between health and social care services, reducing the need for numerous assessments.

The plan for achieving the strategic priorities has three key themes:-

- Individuals, families and communities taking responsibility for their own health
- Resilient families and communities
- Enabling people to live independently

The role of scrutiny in relation to health & wellbeing was outlined, along with the six objectives to address health inequalities. Government plans for health checks for over 40s have been controversial. Learning disabilities paper, and related consultation will be available in Sept.

ROAD SHOW

John Osman, SCC Leader, is embarking on a series of roadshows across the County to fulfill the promise made to engage and listen to local people; using information gained to form and focus future decisions, particularly in relation to service delivery.

FUNDING

By Sept. 2013 £400m. Capital programme will have been achieved with no extra borrowing; the cost in part funded by central government schemes.

Several local schools have plans for the use of the Health & Wellbeing money available, but disappointingly the application process is yet to be finalised. Forms to be available in Sept.

To date no 'Save to Spend Scheme' project bids have been submitted, in part due to lack of clarification over the criteria applicable.

BROADBAND

Update received from cabinet member. Upgrading for some areas will be complete by the end of 2013. No definite date for Ilminster area yet, but County plans are still on target for full upgrade by 2016.

Town Clerk

50

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 05 September 2013 09:45
To: 'robertdrayton@sky.com'
Cc: 'Emma Jane'; Carol Goodall (mary@hawkinslott.co.uk); Andrew Shearman
Subject: RE: PQT

Good morning,

As I recall an oral response to your questions was given at the Planning meeting however I am happy to re-iterate the Council's position on both the SSDC Local Plan at the Town Council's Strategic Vision :

1. **The Local Plan** is and consultation arrangements about its contents are the responsibility of the District Council. When the Town Council is consulted by SSDC and given the relevant on the proposed revisions The Town Council will discuss the matter and come to a view.
2. **Town Council Strategic Vision**, this should complement the Local Plan so until that is approved we cannot complete our work. We are however proceeding with our Open Spaces Review, particularly the layouts of the Recreation Ground, Britten's Field and the facilities at Winterhay Lane, and this will result in a long term masterplan which will be incorporate in any future vision type document.

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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From: robertdrayton@sky.com [mailto:robertdrayton@sky.com]
Sent: 03 September 2013 14:16
To: Town Clerk
Subject: PQT

Dear Joy,

I have still received no response to my question made during PQT at the planning committee on July 22nd. I find the delay unacceptable and was wondering if you could explain the delay and when I can expect a reply.

Many thanks

Rob Drayton

Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 10 September 2013 12:01
To: 'Robert Drayton'
Cc: Emma Jane Taylor
Subject: RE: PQT

SI

Dear Mr Drayton,

Thank you for your email.

You are correct in your statement that the Local Plan has not been a specific item on an agenda for either the town Council or one of its Committees. I believe that your reference is to the District Councillor's report to the Town Council meeting on 30 July of the South Somerset District Council meeting where the Inspectors report was considered - this report was given for information and was not discussed; it is recorded in the draft minutes of the meeting which will be presented to Council this evening for confirmation.

As stated in my previous email, when the Town Council, as a consultee, receives formal information from the District Council about any changes to the Local Plan proposals it will consider the information and come to a view on the new information, until that time our district councillors have the opportunity to provide the Council with informal updates in their Councillor reports and we may ask them for further information should the Town Council feel it necessary and appropriate.

If you wish to try and influence the way that consultation on the Local Plan takes place that needs to be done at District Council level as it is a matter outside the remit of the Town Council.

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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From: Robert Drayton [mailto:robertdrayton@sky.com]
Sent: 05 September 2013 14:39
To: Town Clerk
Subject: Re: PQT

Please use this version, iPad incorrectly corrected a word!

Sent from my iPad

On 5 Sep 2013, at 01:57 PM, Robert Drayton <robertdrayton@sky.com> wrote:

Dear Joy,

At the meeting you stated that the council had had no correspondence regarding the local plan's suspension by the inspector or the latest position and until you did, the council would not be in a position to discuss the matters raised. It was also stated that I would get a response, but I got nothing.

I obviously took that as a response to the questions - I find it remarkable that on such an important issue as this the town council had not been proactive in getting this detail which at that stage had been in the press, on radio and TV and even discussed by the local MP. This is the most important issue facing the town council today and the town's ratepayers have a right to expect the council, which claims to represent their views, to be actively pursuing this matter regardless of whether the district council has yet made its proposals.

The interim statement by the inspector declared the local plan unsound in respect to the Ilminster proposals and it is incredulous that the town council did not actively pursue this at that time, to find out the actual position instead of sitting back waiting, hence my concern over why I had not received a reply.

I note at the following planning committee I attended two weeks ago it was reported that there was a 'lengthy discussion' on the local plan, a comment made during the discussion on the planning application by Persimmon. I was not aware that the local plan was on the agenda for that full council meeting or I would have attended. I find it worrying that, after all the concern shown by residents in their submission documents on the local plan regarding lack of consultation over the change of direction for development, that the town council did not take this on board and make it public that this item was to be discussed, in whatever form it took. I may have missed something, but I did not see it on the agenda for the meeting.

While I appreciate the onus for consultation on the local plan lies with the district council, I would again point out that the town council should have been aware of the concern over lack of consultation as this is well documented on the local plan website, and was aired in the media on a number of occasions.

As representatives of the townspeople the council should be doing all it can to help with this issue, regardless of whether those ratepayers support the town council's view on the local plan or support a different view.

The fact that the town council backed the option in the plan which is now found to be unsound by the inspector, I would have thought would make the council more anxious to get it right this time round. I would hope the council would make some efforts to speak to those people who opposed the unsound option, as they provide a very large majority of the responses made to the plan and show that the council was out of step with public opinion.

Kind regards

Rob Drayton

Sent from my iPad

On 5 Sep 2013, at 09:44 AM, "Town Clerk" <town.clerk@ilminster.gov.uk> wrote:

Good morning,

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<Image003.jpg>

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Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 13 September 2013 11:24
To: Emma Jane Taylor; Carol Goodall (mary@hawkinslott.co.uk)
Subject: FW: PQT

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I do not intend to respond to Mr Drayton's latest email below

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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

From: robertdrayton@sky.com [mailto:robertdrayton@sky.com]
Sent: 13 September 2013 10:36
To: Town Clerk
Subject: Re: PQT

Dear Joy,

I read with interest your comments concerning the discussion on the local plan by the town council and that it was in fact raised by the district councillor.

Perhaps when items of such importance are to be raised by the district councillors, which could be of great interest to the general public, then it would be in the interests of best practice to inform the clerk for the item to be placed on the agenda properly. Then, when the public view the agenda before a meeting they will know that such an item is to be discussed. A throwaway reference in a monthly report which has not been itemised anywhere is not giving the public a fair chance to listen to any debate on what can be very important matters concerning the town. This proved the case.

It was you, incidentally, that stated at the planning committee following a question about what is happening with regards to the local plan, and I quote: "There was a lengthy discussion at the last council meeting." That to me suggests there was a discussion, not just a report of information as you suggest. If that was not the case then so be it. I do have an excellent shorthand note.

It is also interesting to note that at last the district councillor has reported back to the town council on the latest issues of the local plan. During the important period at the start of 2011 until the district council made its decision on Ilminster and the change of option, when there were meetings the public knew nothing about and decisions being made, the district councillor/s chose not to report back to the town council on any occasion that I can find in the minutes concerning the progress of the local plan. As the town council had been so involved in getting the decision reversed, it is inconceivable that nothing was ever reported back.

I would hope that during the coming important period of consultation that the town council is kept properly informed of what is happening with regards to progress of the local plan.

I don't know where you got the idea that I wish to try and influence the way that consultation on the local plan takes place. I am happy to let the process take its proper path if that is done properly, but will certainly be trying to keep a watchful eye on it. It was before you joined the council, so you may or may not be aware that there has been a lot of criticism over the consultation process concerning the local plan and how it affected Ilminster. This was also aired at the public inquiry and was of concern to the inspector.

So all I want to see is that the process is carried out properly and democratically, including by the town council. Yes, consultation on the local plan is a matter for the district council, but it is certainly not outside the remit of the town council to: a) ensure that the district council does it properly this time if it is found to be lacking; b) carries out its own consultation process and submission on the local plan in a way which considers all views of the townspeople.

Kind regards

Rob Drayton

From: Town Clerk <town.clerk@ilminster.gov.uk>
To: 'Robert Drayton' <robertdrayton@sky.com>
Cc: Emma Jane Taylor <emmajane@dot-the-eye.com>
Sent: Tuesday, 10 September 2013, 12:00
Subject: RE: PQT

Dear Mr Drayton,

Thank you for your email.

You are correct in your statement that the Local Plan has not been a specific item on an agenda for either the town Council or one of its Committees. I believe that your reference is to the District Councillor's report to the Town Council meeting on 30 July of the South Somerset District Council meeting where the Inspectors report was considered - this report was given for information and was not discussed; it is recorded in the draft minutes of the meeting which will be presented to Council this evening for confirmation.

As stated in my previous email, when the Town Council, as a consultee, receives formal information from the District Council about any changes to the Local Plan proposals it will consider the information and come to a view on the new information, until that time our district councillors have the opportunity to provide the Council with informal updates in their Councillor reports and we may ask them for further information should the Town Council feel it necessary and appropriate.

If you wish to try and influence the way that consultation on the Local Plan takes place that needs to be done at District Council level as it is a matter outside the remit of the Town Council.

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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

From: Robert Drayton [mailto:robertdrayton@sky.com]
Sent: 05 September 2013 14:39
To: Town Clerk
Subject: Re: PQT

Please use this version, iPad incorrectly corrected a word!

Sent from my iPad

On 5 Sep 2013, at 01:57 PM, Robert Drayton <robertdrayton@sky.com> wrote:

Dear Joy,

At the meeting you stated that the council had had no correspondence regarding the local plan's suspension by the inspector or the latest position and until you did, the council would not be in a position to discuss the matters raised. It was also stated that I would get a response, but I got nothing.

I obviously took that as a response to the questions - I find it remarkable that on such an important issue as this the town council had not been proactive in getting this detail which at that stage had been in the press, on radio and TV and even discussed by the local MP. This is the most important issue facing the town council today and the town's ratepayers have a right to expect the council, which claims to represent their views, to be actively pursuing this matter regardless of whether the district council has yet made its proposals.

The interim statement by the inspector declared the local plan unsound in respect to the Ilminster proposals and it is incredulous that the town council did not actively pursue this at that time, to find out the actual position instead of sitting back waiting, hence my concern over why I had not received a reply.

I note at the following planning committee I attended two weeks ago it was reported that there was a 'lengthy discussion' on the local plan, a comment made during the discussion on the planning application by Persimmon. I was not aware that the local plan was on the agenda for that full council meeting or I would have attended. I find it worrying that, after all the concern shown by residents in their submission documents on the local plan regarding lack of consultation over the change of direction for development, that the town council did not take this on board and make it public that this item was to be discussed, in whatever form it took. I may have missed something, but I did not see it on the agenda for the meeting.

While I appreciate the onus for consultation on the local plan lies with the district council, I would again point out that the town council should have been aware of the concern over lack of consultation as this is well documented on the local plan website, and was aired in the media on a number of occasions.

As representatives of the townspeople the council should be doing all it can to help with this issue, regardless of whether those ratepayers support the town council's view on the local plan or support a different view.

The fact that the town council backed the option in the plan which is now found to be unsound by the inspector, I would have thought would make the council more anxious to get it right this time round. I would hope the council would make some efforts to speak to those people who opposed the unsound option, as they provide a very large majority of the responses made to the plan and show that the council was out of step with public opinion.

Kind regards
Rob Drayton

Sent from my iPad

On 5 Sep 2013, at 09:44 AM, "Town Clerk" <town.clerk@ilminster.gov.uk> wrote:

Good morning,

As I recall an oral response to your questions was given at the Planning meeting however I am happy to re-iterate the Council's position on both the SSDC Local Plan at the Town Council's Strategic Vision :

1. **The Local Plan** is and consultation arrangements about its contents are the responsibility of the District Council. When the Town Council is consulted by SSDC and given the relevant on the proposed revisions The Town Council will discuss the matter and come to a view.
2. **Town Council Strategic Vision**, this should complement the Local Plan so until that is approved we cannot complete our work. We are however proceeding with our Open Spaces Review, particularly the layouts of the Recreation Ground, Britten's Field and the facilities at Winterhay Lane, and this will result in a long term masterplan which will be incorporate in any future vision type document.

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149
<image003.jpg>

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

From: robertdrayton@sky.com [<mailto:robertdrayton@sky.com>]
Sent: 03 September 2013 14:16
To: Town Clerk
Subject: PQT

Dear Joy,
I have still received no response to my question made during PQT at the planning committee on July 22nd.
I find the delay unacceptable and was wondering if you could explain the delay and when I can expect a reply.

Many thanks

10 September 2013

Ilminster Town Council Project Plan

Agenda Item 17

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
A - Cemetery							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall Visual inspection of wall running north north west (adjacent to access lane of neighbouring property) and cost of repair work obtained 15.10.13. To be considered by the Open Spaces Committee on 5 November 2013	Open Spaces to be advised of relevant parts of covenant.	Dec 2013	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with the work based on the process obtained. 03.09.13 Wall and railings dismantled, temporary fence in place. 15.10.13 Quotations for replacement wall considered by Council 10.09.13. Site meeting held on 1 October, order has been placed for railings and delivery / erection will be 6-8 weeks ie end of November / beginning of December 2013	Agreement with Callisters	Sept 2013	Goodall
B - Recreation Areas							
4	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging		December 2013	Goodall

Agenda Item 17

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
				work scheduled for week commencing 3 rd December 2012 Contractor has been on-site some issues still to be resolved. 29.01.13 Contractors working 03.05.13 Contractor says "Snagging Complete". 03.09.13 Contractor to meet with Deputy Clerk, Chair of Open Spaces and Senior Open Spaces Warden on-site 04.09.13 to discuss outstanding issues.			
5	10	7/6/11	Additional land for recreational space.	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13 03.09.13 Land adjacent to Britten's Field not available from SCC. Open Spaces Review Group meeting 3 rd and 4 th September to interview potential Landscape Architects/designers and formulate recommendation to go to Council on 10.09.13. 15.10.13. Landscape designer has been appointed, will discuss initial thoughts with Open Spaces review Group on 15.10.13. Public Consultation booked for 7 November at Swanmead school to take place over late afternoon and early evening Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 – Councillors	Discussion with SSDC to continue	Dec 2013	Goodall
6	8	7/5/11	Hammerhead land				Shepherd

Agenda Item 17

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
7	15	13/10/09	New Management Plan for Herne Hill	<p>requested item remains on action plan</p> <p>The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.</p> <p>03.09.13 Work has started on a new document for Herne Hill to be two parts, a reference section about the various species to be written by the advisory group experts and management section which is being compiled by the Senior Open Spaces Warden and Deputy Clerk.</p> <p>First draft should be available November.</p>	<p>SWT to be contacted reference assistance in producing a management plan.</p> <p>Advisory Group met 12.03.13</p>	December 2013	Goodall
8	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	<p>Amendment to be made and Byelaws re-sent.</p> <p>Byelaws submitted to relevant Government Department for approval Nov 2012 –</p> <p>20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission</p> <p>Chased - Week commencing 11.03.13, and again 03/06/13 & 10/06/13.</p> <p>Assistance requested from MP David Laws – awaiting a response</p>		Dec 2013	Miller
9	4	6/9/11	Canal Banks	<p>To bring canal back to full working order.</p> <p>23.08.13 Chair of Open Spaces and</p>	<p>Cllr Swann to advise on further steps if any</p>	Review Oct 2013	Swann

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
C – Town enhancements							
An embryo Town Team has met (October 2012) and submitted an expression of interest							
D – Vision							
10	3	07/10/08 Revisited 17/5/11	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and complete it in a form which can easily morph into a Neighbourhood Plan. 03.09.13 The Master Plan for the Recreation Ground and Britten's Field (scheduled for approval December 2013) will be a key part of strategic planning.	SSDC hosting information evenings on Neighbourhood Plans in November 2012 – Town Clerk attended 27.11.12	December 2013	Goodall
11	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 10	Austin
E – Office							
12	6	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary web pages and facebook.	Somerset Web Services identified as a preferred supplier.	2013/14	Lawson
E – Personnel (Wardens and Office Staff)							
F- Highways/Pavements Paths							
13	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage, entrance to	Awaiting painting of new lines Near Completion --	Apr 2014	Austin

Ilminster Town Council Project Plan

Agenda Item 17

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
G – Miscellaneous							
14	21	19/05/09	Adoption of Lower Meadow, Canal Way Development	District Councillor Carol Goodall provided an update on SSDC adoption policy at the Open Spaces Committee on 13.08.13 (Minute OS 44 refers)	No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Cttee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work.	Miller

15 October 2013

Agenda Item 17

Ilminster Town Council Project Plan

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A – Cemetery							
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2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with the work based on the process obtained. 03.09.13 Wall and railings dismantled, temporary fence in place. 15.10.13 Quotations for replacement wall considered by Council 10.09.13. Site meeting held on 1 October, order has been placed for railings and delivery / erection will be 6-8 weeks ie end of November / beginning of December 2013	Agreement with Callisters	Sept 2013	Goodall
B – Recreation Areas							
4	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging		December 2013	Goodall

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Agenda Item 17

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
				work scheduled for week commencing 3 rd December 2012 Contractor has been on-site some issues still to be resolved. 29.01.13 Contractors working 03.05.13 Contractor says "Snagging Complete". 03.09.13 Contractor to meet with Deputy Clerk, Chair of Open Spaces and Senior Open Spaces Warden on-site 04.09.13 to discuss outstanding issues.			
5	10	7/6/11	Additional land for recreational space.	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13 03.09.13 Land adjacent to Britten's Field not available from SCC. Open Spaces Review Group meeting 3 rd and 4 th September to interview potential Landscape Architects/designers and formulate recommendation to go to Council on 10.09.13. 15.10.13. Landscape designer has been appointed, will discuss initial thoughts with Open Spaces review Group on 15.10.13. Public Consultation booked for 7 November at Swanmead school to take place over late afternoon and early evening	Discussion with SSDC to continue	Dec 2013	Goodall
6	8	7/5/11	Hammerhead land	Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 – Councillors			Shepherd

Agenda Item 17

Ilminster Town Council Project Plan

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7	15	13/10/09	New Management Plan for Heme Hill	<p>requested item remains on action plan</p> <p>The last management plan for Heme Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.</p> <p>03.09.13 Work has started on a new document for Heme Hill to be two parts, a reference section about the various species to be written by the advisory group experts and management section which is being compiled by the Senior Open Spaces Warden and Deputy Clerk.</p> <p>First draft should be available November.</p>	<p>SWT to be contacted reference assistance in producing a management plan.</p> <p>Advisory Group met 12.03.13</p>	December 2013	Goodall
8	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	<p>Amendment to be made and Byelaws re-sent.</p> <p>Byelaws submitted to relevant Government Department for approval Nov 2012 –</p> <p>20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission</p> <p>Chased - Week commencing 11.03.13, and again 03/06/13 & 10/06/13.</p> <p>Assistance requested from MP David Laws – awaiting a response</p> <p>15.10.13. DCLG could not find original application so duplicate sent.</p> <p>Response received from DCLG 7.10.13 suggesting some</p>		Dec 2013	Miller

[illegible]

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
F- Highways/Pavements Paths							
13	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage, entrance to Greendale and bottom of New Road.	Awaiting painting of new lines Near Completion – 30.06.13	Apr 2014	Austin
G – Miscellaneous							
14	21	19/05/09	Adoption of Lower Meadow, Canal Way Development	District Councillor Carol Goodall provided an update on SSDC adoption policy at the Open Spaces Committee on 13.08.13 (Minute OS 44 refers)	No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Cttee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work.	Miller

Town Clerk

From: mary@hawkinslott.co.uk
Sent: 21 October 2013 11:27
To: town.clerk@ilminster.gov.uk; Marilyn Shelley
Subject: Link



Importance: High

Dear Joy/Marilyn

Attached is the link which will give you new information on the Ilminster part of the local plan

[http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/local-plan-\(formerly-core-strategy\)-project-management-board-reports/pmb-25-october-2013/](http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/local-plan-(formerly-core-strategy)-project-management-board-reports/pmb-25-october-2013/)

Carol

PS We may end up facing question from the public at Council this week