

Action Plan

Council Meeting 17 May 2011

Action Number	Minute number	Date raised	Action	Comments	Proposed date
1	9	07/10/08 P	Incorporation of Ilminster by Design into Local Development Framework	Discussion to take place Meeting arranged for May 2009 with Clerk and District Officer Workshops in November Report sent to SSDC December 2009	Now
		22/04/11 C	Incorporate response into Strategic Vision Document	In preparation Document completed in draft format. Amendments to be agreed at meeting 17.5.11	
2	10	21/04/09 OS	To produce new Herne Hill leaflets	To update the content and research reprinting costs	Now
	9	15/09/09 OS		Further quotes required. Quotes obtained	
	12	26/01/10 OS		1000 leaflets to be ordered on recycled paper.	
3	8	13/07/10 Personnel 22/04/11 C	Appeal Committee	Proposed structure to be prepared Report to F&P 14.12.10 Next personnel meeting	Now
4	8	15/07/08 FP 05/04/11 FP	Creation of website	To create a website Quotes to be obtained Council only format agreed, working party Cllr Shepherd, Vijeh, Whaites and the Clerk to agree style and costings Quotes agreed costings of up to £1500 agreed. In process of being created	Now

	7	30/11/10 OS	Muga Proposal	Meeting arranged with SSDC Play Officer, open to Councillors Finance agreed using matched funding from SSDC To set up a group to investigate location, skate park and MUGA provision with SSDC Play Officer. Working party Cllrs, Beardon, Excell, Swann, Turner and Whaites to meet with SSDC Play Officer Preferred location of MUGA to be on the existing tennis court further away from the Canal agreed. Report on meeting with SSDC play officer to agree MUGA requirements	
8	9	07/07/09 OS 26/01/10 OS 20/04/10 OS 25/05/10 OS	Provision of seats on Canal Way and Shudrick stream footpath	To ask SSDC if they would provide seats. Report prepared – location/costs to be decided Deferred to next OS To investigate installation of seats outside of Swanmead, Shudrick Stream path and Herne Hill. To locate a seat/picnic bench in the south west corner of the Hill in abeyance following vandalism. To be installed winter 2010/11 To dedicate one of the seats to Jim Olds. Discussion Open Spaces 30.11.10 New litter bin agreed by the new opening to the Recreation Ground, permission to install a new seat outside granted.	June 2010
9	14	30/10/07 OS 16/09/08 OS	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces. To obtain tenders for new path from the Lodge down to the area of the new graves. To discuss routes with Grave Digger and Funeral Directors	Long
10	5	13/10/09	Management Plan Review for Herne Hill	To be pursued during 2010. Initial work completed. Refer to Herne Hill Committee spring 2011	Long

11	6	OS 05/04/11 F&P	Bye Laws	Submitted Comments received waiting further discussion	Now
12	18	15/02/11 C	Provision of notice board in Cemetery	Funding agreed Waiting to be installed	Now
	5	12/04/11 OS	Enhancement of toilet block	6 benches to be renovated, remaining railings to be removed and used to make gates over the doorways.	

Actions completed by Ilminster Town Council waiting response from other agencies.

Action Number	Minute number	Date raised	Action	Comments	Proposed date
13	8	09/12/09	Station Road Parking	Ask Highways to correct double yellow lines, request a review of parking in the area. Review to take place when Pedestrian crossing complete Awaiting proposals from Highways and site meeting Waiting pedestrian crossing Site meeting, awaiting Highways decision Site meeting with Colin Fletcher 17 March 2011	March 2010
14	7	29/03/11 P	Provision of double yellow lines on Greendale	To contact Colin Fletcher	Sooner
15	9	25/01/11	Provision of grit bins	To be reassessed following Highways review of the service	Sooner
16	12	19/05/09 FP	Adoption of Station Road development	Seeking information on remedial list and target date for completion Target dates available	
17	8	16/09/08 OS	Safer parking for funeral cars outside the Cemetery	To investigate provision of warning signs. Highways contacted – ongoing	Long Long

18	7	10/02/09 P	Revision of town Traffic Flows	To contact Highways asking for a review to take place Reminded 21 st July 2009	Long
19	9	02/09/08 P	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 No progress	Long
20	5	22/09/09 FP	To locate an appropriate snow plough in the Ilminster area	To ask Somerset County Council to locate a snow plough in the Ilminster area for use by local organisations in heavy snow fall Highways asked to liaise with Highways Agency for ease of facilities at their new storage depot at Southfields roundabout	Long
21	8 10	05/01/10 P 29/06/10	Provision of Car Park in Silver Street	To informally discuss with SSDC an appropriate way of proceeding Further discussion proceeding	Long

ILMINSTER TOWN COUNCIL

Minutes of the meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 25 May 2010 at 7.30 pm.

Present

Chairman: Cllr R Swann
Councillors: Cllr R Beardon, Cllr E Beattie, Cllr M Davis, Cllr M M Excell, Cllr M Henly, Cllr D Miller, Cllr S Shepherd, Cllr P Whaites, Cllr L Yeoell
Officers: Mr S Fisher, Mrs M Shelley

1. Apologies for Absence

Apologies for absence were received from Cllrs Cameron and Childs.

2. Declarations of Interest

None

3. Appointment of Vice Chair

Upon a proposal by Cllr Miller, seconded by Cllr Yeoell it was **RESOLVED** that Cllr Excell be appointed Vice Chair of the Open Spaces Committee for the year to May 2011.

4. Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Open Spaces Committee meeting held on 20 April 2010 be approved and signed as a correct record.

5. Matters Arising from the Minutes

None.

6. Warden's Report

The Warden reported that the majority of time over the last four weeks had been taken up with grass cutting. A new picnic table had been made to replace the broken one near the toilet block and repairs had been undertaken to damaged benches on Herne Hill. The swings and the slide at Winterhay Recreation Ground had been painted. Summer planting would be undertaken at the beginning of June.

As a result of the installation of the new bus shelter on Canal Way there had been an increase in the level of rubbish in the area. The Committee noted that in due course it was intended to make an entry into the Recreation Ground at this point, once permissions had been received and agreed accordingly that a new litter bin should be purchased for installation in the area. It was suggested that a notice reminding people of the need to put rubbish in the bins should be displayed.

Members complimented the Wardens on the appearance of the Recreation Grounds and Herne Hill.

7. Roundabouts

The Clerk reported that the one off cost of initial preparation of a roundabout by SSDC was approximately £1300 with a further £1000 required annually for shrubs and seasonal bedding planting. It would be hoped that sponsorship could be achieved to cover the annual costs.

ILMINSTER TOWN COUNCIL

Members were anxious to proceed with the project which would offer an attractive entry to the town and noted that SSDC were already seeking approval from Highways for the necessary permissions. However it seemed likely that the Autumn was the earliest that any planting could be undertaken.

Bearing in mind the understanding that the Somerset County Councillor had allocated £750 from her community budget towards the project, members felt that it would be appropriate to proceed with the preparation of one roundabout at the junction of Station Road and Riec Sur Belon Way with the District Council seeking sponsorship for the planting costs. It was understood that whilst SSDC, with their experience of operating similar projects elsewhere, were prepared to manage the sponsorship arrangements the overall financial reconciliation would be controlled by the Town Council.

On a proposal by Cllr Yeoell, seconded by Cllr Excell it was RESOLVED to RECOMMEND that the Council proceed with the preparation and planting of the Station Road roundabout.

8. Herne Hill

The Clerk reported on a walkabout at Herne Hill held on Monday 26 April which had been attended by four councillors and some members of the Herne Hill Management Committee.

a. Trees

The group had looked at a number of trees which were being recommended for felling and developed a broad policy that would allow removal or lopping of those trees which were either damaging or overshadowing other species which were the Council were seeking to encourage. In the case of two large sycamore it was felt that the reasons were not adequate since any difficulties that they were creating could be managed in a different way.

b. Seats

It was agreed that it would be appropriate to locate a seat/picnic bench in the south west corner of the Hill which enjoyed views over the surrounding countryside.

c. BBQs

The Clerk reported that the BBQ damage to the picnic bench in the fir pound had been repeated on more than one occasion and more recently had been associated with vandalism to a newly installed litter bin as well as to some trees. He had reported the matter to the Police but in the circumstances felt that it would be prudent to encourage BBQs on the main recreation ground rather than Herne Hill. The Committee agreed.

Members suggested that it would be helpful in the education of users of the Hill to display notices reminding them of the dangers of fires in the area. In addition it would be useful to alert the Fire Brigade to the potential problem so that they could include the issue in any of their inputs to local schools.

8. Cemetery

a. Walls

The Clerk reported that the work to rebuild the collapsed section of the northern Cemetery wall were now complete. A meeting had been held with the neighbours, involving the Mayor and Cllr Excell, along with a representative of the contractors to establish the work that needed to be done

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on the adjoining path following its use by Sibley's machinery. An agreement had been reached and the topsoil/grass seeding would be undertaken before the end of May.

The Clerk also gave details of the invoice submitted by Sibleys.

Members expressed satisfaction not only at the quality of the workmanship but also of the professionalism of the contractor and asked that a letter expressing their appreciation be sent to Sibleys.

Members then engaged in a broad discussion on long term planning for the maintenance and repair of the boundary walls. It was noted that the advice received was to seek to remove spoil which had been heaped up against the western wall before recommendations could be made on an appropriate programme of repair. It would also be helpful to seek views on any damage being caused to the northern boundary wall by neighbouring trees so that the obligations of both parties could be included.

The Clerk was asked to seek advice which would enable a long term plan to be developed along with relevant costings.

It was also agreed that all members be sent a copy of the section of the covenant relating to boundary walls at the cemetery.

b. Toilet

The Open Spaces Warden outlined their intention to extend the toilet at the Cemetery, to replace the existing facility with a more modern version and to include a washbasin. A new standpipe to facilitate watering could be installed at the same time. The Committee were in agreement.

c. Railings

It was noted that the railings at the road boundary of the Cemetery required repainting. It was agreed that the colour should be left for decision by the Chair and Town Clerk.

10. Scarecrows

It was noted that entrants to the Scarecrow competition had been invited to display their scarecrows in situ in the week beginning 7 June and then to bring them to the Recreation Ground on Sunday 13 June where final judging and presentation would take place. Judges would look at the entries during the week and make a final decision on the Sunday.

It was agreed that the judges be Cllrs Childs, Miller and Whaites and that the final judging take place at 2 pm on Sunday 13 June. Prizes would remain as last year and were consistent with those given to winners of the Garden Competition. It was suggested in subsequent discussion that rosettes be awarded.

11. Garden Competition

It was reported that judging for the garden competition would take place on 16 July and that Greenfylde School would again organise a Miniature Garden competition to be judged at a date to be agreed near the end of the school term.

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12. Town Clerk's Report and Correspondence

a. Brittens Field Shed

The Clerk reported that the Council was able to erect a small ancillary building on land it owned for the purposes of managing that land without the need for planning permission. Accordingly it was the view of the planners that no rights would be lost by removing the existing shed. The Committee agreed that removal of the shed could therefore proceed.

b. Use of Recreation Ground

The Committee agreed to the use of the Recreation Ground on the following occasions.

- i. SCC Parent & Family Support Team – sports and games morning 20 August and walk on Herne Hill 27 July.
- ii. Ilminster Youth Football Club – football festival July 17 subject to a check on use of facilities with Ilminster Football Club.
- iii. Monks Yard Church at a date to be advised following cancellation of an already agreed event on 5 June provided that no changes are envisaged and potential clashes with existing clubs are managed appropriately.

- c. It was agreed that Mr Mico of 108 Herne Rise be authorised to erect scaffolding at the gable end of his garage subject to a temporary safety fence being installed to appropriate health and safety standards and that any damage be reinstated.

- d. It was reported that there had been a robbery at the Tennis and Bowling Club when some tennis nets had been stolen.

13. Members Questions

- a. Cllr Whaites asked about the parking of market trader vehicles in the Market Square on a Thursday.
- b. Cllr Henly asked if SSDC could be approached to seek advice on the reports that the Local Development Framework was to be abandoned and the potential effect on towns and parishes.

The meeting closed at 9 pm.

Signature:

Date:

Action Plan

Council Meeting 20 July 2010

Action Number	Minute number	Date raised	Action	Comments	Proposed date
1	9	07/10/08 P	Incorporation of Ilminster by Design into Local Development Framework	Discussion to take place Meeting arranged for May 2009 with Clerk and District Officer Workshops in November Report sent to SSDC December 2009	
2	8	15/07/08 FP	Incorporate response into Strategic Vision Document Creation of website	To create a website Quotes to be obtained	Now
3	10 9 12	21/04/09 OS 15/09/09 OS 26/01/10 OS	To produce new Herne Hill leaflets	To update the content and research reprinting costs Further quotes required. Quotes obtained 1000 leaflets to be ordered on recycled paper.	Now
4	9	07/07/09 OS 26/01/10 OS 20/04/10 OS	Provision of seats on Canal Way and Shudrick stream footpath	To ask SSDC if they would provide seats. Report prepared – location/costs to be decided Deferred to next OS To investigate installation of seats outside of Swanmead, Shudrick Stream path and Herne Hill. Millenium Seat waiting for permission from Highways to locate the seat on the footpath between Frog Lane and Tesco Car Park To locate a seat/picnic bench in the south west corner of the Hill in abeyance following vandalism	Sooner
	8	25/05/10			

5	17	20/10/09 OS 26/01/10 OS	Repair of Cemetery wall along the bottom of the cemetery	Terms of covenant to be examined before solutions to the repair of the lower wall are discussed To asses solutions with local builder to include all possible strategies, and assess drainage solutions. Builder reviewing options Long term plan to be developed for the maintenance of the lower wall. Initial works on the lower wall to be implemented. Programme of action and funding to be agreed for future works	OS 16/03/10
	8	25/05/10			
	7	06/07/10			
6	7	20/04/10 OS 06/07/10	Skate park repair.	To replace damaged skate board ramp.	Now
7	6	06/07/10	Basketball Court	To explore provision of a more upto date skate park. To set up a group to investigate location, skate park and MUGA provision with SSDC Play Officer.	Now
8	7	27/04/10 P	Winterhay Lane	To investigate replacement with integrated structure. Single hoop reinstalled.	Now
				Recommended to Highways Authority that parking restrictions on the east side of Winterhay Lane be removed To financially support provision of a single dropped kerb in Winterhay Lane	
9	8	08/06/10 P	Bus shelter provision	To investigate provision of a bus shelter at the Stonemasons	September OS
10	8	13/07/10 Personnel	Appeal Committee	Costs obtained Proposed structure to be prepared	Now
11		OS	Bye Laws	Awaiting preparation for submission nationally	Now
12	7	03/06/08 OS	Creation of one more entrance to the Recreation Ground from Canal Way	To introduce one entrance where unauthorised use way already evident. To be completed when bus shelter nearby installed IEF permission secured. Action due	March 2010

13	7	09/12/08 P 30/06/09 P 29/09/09 P 02/03/10 P	Re-designating the bus bay on Silver Street	Waiting for a response from Chamber of Commerce. Reply received Committee requests loading bay to be provided. Highways and Police to be contacted. Following Highways comments committee confirm request. Formal request with Highways Waiting for the new financial year and if funds are available	March 2010
14	9	12/05/09 P	Pedestrian crossing, Lord Nelson	Waiting SSDC and SCC Highways expect implementation in New Year SSDC pursuing enforcement To be synchronised with road improvements works flowing from nearby housing development Ask Highways to correct double yellow lines, request a review of parking in the area. Review to take place when Pedestrian crossing complete Awaiting proposals from Highways and site meeting Waiting pedestrian crossing Site meeting, awaiting Highways decision Waiting for safety audit from Highways	March 2010
15	7 7 8	28/07/09 P 29/09/09 10/11/09 P	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. Highways to implement. Works on order	
16	8	15/09/09 OS	Assessment of play ground safety	Issues raised to be assessed at next insurance audit Completed	March 2010 June 2010
17	8	17/11/09 Pers	Work Load and Prioritisation	Paper to be prepared	Sooner
18	14 8	30/10/07 OS 16/09/08 OS	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces. To obtain tenders for new path from the Lodge down to the area of the new graves. To discuss routes with Grave Digger and Funeral Directors	Long

19	14	18/12/07 P	Improving lighting in the town.	To report back when finances are available Seeking grants	Long
20	12	19/05/09 FP	Adoption of Station Road development	Seeking information on remedial list and target date for completion	
21	5	13/10/09	Management Plan Review for Herne Hill	Target dates available	Long
22	8	16/09/08 OS	Safer parking for funeral cars outside the Cemetery	To be pursued during 2010.	Long
23	7	10/02/09 P	Revision of town Traffic Flows	To investigate provision of warning signs. Highways contacted – ongoing	Long
24	9	02/09/08 P	Provision of finger posts in the Tesco courtyard	To contact Highways asking for a review to take place Reminded 21 st July 2009	Long
25	5	22/09/09 FP	To locate an appropriate snow plough in the Ilminster area	To seek installation date Email sent to SSDC Costings to be sought. SSDC pursuing implementation Order to be placed end of July No progress	Long
26	13	03/11/09 Pers	Quality Council/Power of Wellbeing	To ask Somerset County Council to locate a snow plough in the Ilminster area for use by local organisations in heavy snow fall Highways asked to liaise with Highways Agency for ease of facilities at their new storage depot at Southfields roundabout	
27	8	05/01/10 P	Provision of Car Park in Silver Street	To be reconsidered following ISI and Strategic Vision completion	Long
28	10	29/06/10		To informally discuss with SSDC an appropriate way of proceeding Further discussion proceeding	Long
28	8	05/01/10 P	Provision of grit bin	To ask Highways Authority to provide another grit bin on Herne Rise.	Sooner

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Iminster on Tuesday 5 October 2010 at 7.30 p.m.

Present

Chairman: Cllr R Beardon

Vice-Chairman: Cllr R Swann

Councillors: Cllr G Childs, Cllr M M Excell, Cllr M Henly, Cllr A Kennedy, Cllr D Miller, Cllr K Turner, Cllr P Whaites.

District Councillor: Cllr C Goodall

Officer: Mr S Fisher, Mrs M Shelley

1. Apologies for Absence

Apologies for absence were received from Cllrs Beattie, Cameron, Shepherd, Vijeh and Yeowell.

2. Declarations of Interest

None.

3. Minutes of the Previous Meeting

Cllr Miller seconded by Cllr Henly proposed a change to Minute 5 involving an expansion of the paragraph following 5(g) and preceding the formal resolution to read "there was feeling by some that information which had been promised to this meeting was not forthcoming and that time should have been allowed for discussion of the radically new figures which were shown under the funding assumptions. Additionally there was general surprise that it was at this point that the Council should be appraised for the first time that the building would only have a guaranteed life of 25 years. An opinion was expressed that the timing of the project was not right, particularly when Council resources were required. However the general view was that the facility was needed to meet the demands of a growing town and that the initiative should be moved forward"

It was **RESOLVED** that the minutes of the Town Council meeting held on 21 September 2010 with the above amendment be approved and signed as a correct record.

4. Matters Arising from the Minutes

None

5. Police Report

The Mayor welcomed Acting Sergeant Greg Power and PC Louise Cowell (previously Wright) to the meeting.

PC Cowell reported that she had now returned as Beat Officer for the Iminster area. Whilst she would continue with some of her previous activity with the Rural Crime Team in a wider policing role, the majority of her time would be devoted to the Beat Officer position. Acting Sergeant Greg Power would be replacing Sergeant Andy Lloyd for the period to the end of November/beginning of December.

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PC Cowell referred to the concerns of the Council at the perceived deterioration of policing in the Ilminster area and outlined the roles of the three Police Community Support Officers in her team and their determination to provide a high quality service to the town and its surrounding parishes.

The Tour of Britain Cycle Race had gone well as had the Ilminster Carnival parade with no major issues arising. PCSO Andy Searle was liaising with Swanmead School over "Staying safe in the Community" and there would be further inputs to Year 8 Classes. The Meeting House had experienced a burglary over the night of 29 September and three arrests had been made that same night.

Cllr Miller asked about the appropriateness of the wording of public signs in the Castle Neroche area, one announcing "beware thieves operate in the area", others in close proximity with "beware – police operate in this area". He felt that the wrong message was being given.

Cllr Excell expressed concern that a report to the police about disturbance of nesting birds at a hedge in Higher Beacon had not been pursued which sent a poor message about care in this area.

Cllr Henly reiterated his observation that scrap metal sales were required to go through registered dealers with appropriate recording processes. He also asked whether, in a period of scarce resources, employment of fully operational police were more appropriate than PCSOs with more limited powers. The Acting Sergeant commented that whilst the full extent of proposed cuts were not yet known, he saw PCSOs as a very important element in policing policy.

6. Report from Somerset County Councillor

County Cllr Turner reported that the five yearly review of the schools policy on religious education was now taking place. No more information was available about the future of local County Farms. The work on repairing potholes in Summerlands Park had not yet commenced. The operation of the library services in the County was under review

In response to a question from Cllr Excell about cleaning drains in potential flood risk areas, Cllr Turner reported that cleaning was normally done by SSDC unless there was a particular problem at which point SCC became involved.

7. Report from District Councillors

Cllr Goodall reported that the next phase of consultation on the Core Strategy would take place between 8 October and 3 December with a specific Ilminster event via the Resources Bus in Tesco Car Park on 6 November.

A review was being conducted on Council Tax discounts. The recycling of plastic and cardboard starts on a phased basis across the district on 25 October. Cllr Childs congratulated the District Council on the latter initiative.

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Cllr Miller asked whether enforcement action on the unkempt garden in Winterhay Lane on the basis of visual impact had yet been pursued. Cllr Goodall indicated that officers had the matter under review.

Cllr Henly asked about dog wardens in the area. Cllr Turner responded that changes were being considered and a report was due to be debated at the next District Executive Meeting.

8. Minutes of Open Spaces Committee Meeting

It was RESOLVED that the Minutes of the Open Spaces Committee meeting held on 14 September 2010 be received.

9. Minutes of the Planning Committee Meeting

It was RESOLVED that the Minutes of the Planning Committee meeting held on 28 September 2010 be received.

10. Minutes of the Finance and Policy Committee Meeting

It was RESOLVED that the Minutes of the Finance and Policy Committee meeting held on 28 September 2010 be received.

It was RESOLVED that a single item meeting of the Council to fix the budget and associated precept be held in January 2011.

11. Ilminster Sports Initiative

The Clerk outlined his intentions for progressing information on the development of the Ilminster Sports Initiative.

All the issues that had been raised at the last meeting would be referred to the Steering Committee for comment and, where appropriate, recommendation. Whilst the Council would receive an updating report at each meeting, where there was a need for detailed discussion on an item, the matter would be referred to either the Finance and Policy Committee or Open Spaces Committee depending on the subject content.

No expenditure would be authorised unless appropriately sanctioned by the Council.

Cllr Miller reminded members that he had suggested that public consultation be undertaken at the end of Phase 2 and via a leaflet drop to all houses in the town. The Council confirmed that no agreed position on public consultation had yet been adopted and would best await the recommendation of the Steering Committee before being considered further.

13. Mayor's Communications

The Mayor reported that he had attended the following events during September. Crewkerne Civic Evening, Area West Panel, Mendip and South Somerset Community Safety Partnership, Battle of Britain Memorial Service, Ilminster Council Awards Evening, Lions Club Charter Celebration Evening, Somerset County Council Civic Service, and Tripartite Exploratory Meeting.

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The Deputy Mayor reported that he had attended High Sheriff Gala Concert on 25 September.

14. Reports from Representatives on Outside Bodies

(a) Christmas Lights

Cllr Childs reported the lights were ready to be erected from 1 November.

(b) Experience Ilminster

Cllr Beardon reported that a meeting had been held on 16 September to begin planning for next year. Ilminster Experience will be held on 9-12 June 2011.

(c) Ilminster Forum

On behalf of Cllr Beattie the Clerk reported that the AGM would be held on 8 January. Volunteers would gather on November 15 to clean town signs. The bookshop is waiting for a County Council response.

(d) Meeting House

Cllr Turner reported on a meeting which had been held with the trustees of the Meeting House Arts Centre to consider the operation of the Centre. New Chair, Vice Chair and Treasurer were now in post and further trustees were being sort.

(e) SALC

The Mayor reported on the AGM of SALC held on 25 September.

The Chief Executive of SCC had been the main speaker and had concentrated on the financial situation facing the County Council. The pressures on the budget were intense particularly in social services with the demands of both older residents and children at risk.

The Council were looking at areas of activity that might be devolved to Parish/Town Council level.

15. Authorisation of Accounts

It was RESOLVED that the accounts listed in the schedule, totalling £5,271.71 be approved for payment.

16. Action Plan

Deferred

17. Town Clerk's Report and Correspondence

The Clerk reported that

(a) it had been agreed that the new road adjoining Home Farm Way should be called Railway Cuttings

(b) He had received notification that the National Census that was due to take place on 27 March 2011 and that information required of the Council would appear in due course.

(c) The fair had caused considerable damage to the Recreation Ground when vacating the site after particularly heavy rain. The repair work would be undertaken by the Wardens and consideration given to making a damage charge to the Fair for the recovery of the ground. Cllr Turner suggested that in future, consideration be given to closing roads when the Fair was leaving.

18. Members Questions

(a) Cllr Whaites (i) commented on the poor state of the road at the top of North Street, (ii) asked if an invitation had been received to attend Wellington Carnival and (iii) asked about the

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enforcement action on the development of Trafalgar Court and was informed that this was served on September 15 with 60 days for compliance.

(b) Cllr Excell asked about the proximity of a new building to existing houses in Green Lane and the erection of scaffolding on property belonging to a neighbour.

19. Meetings

Next cycle of Meetings

October 12 Council

October 19 Open Spaces

November 9 Planning Committee

November 16 Personnel

November 23 Council

The meeting closed at 9.00pm

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Signature

.....
Date

Ilminster Town Council

To: All members of Ilminster Town Council

Dear Councillor

You are summoned to attend a meeting of the **PLANNING COMMITTEE**

To be held on **Tuesday 9 November 2010 at 7.30pm** in the Council Chamber, Council Offices, North Street, Ilminster 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 28 September 2010.
- 4 Matters Arising**
- 5 Planning Applications (Attached)**
- 6 Planning Decisions (Attached)**
- 7 Local Development Framework**
Draft Core Strategy including Preferred options (Extracts attached)
- 8 Highway Issues**
Updating Report
- 9 Town Clerks Report/Correspondence**
- 10 Members Questions**

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 9 November, 2010 at 7.30 p.m.

Present

Chairman: Cllr M Henly

Councillors: Cllr E Beattie, Cllr C Cameron, Cllr M M Excell, Cllr A Kennedy, Cllr D Miller, Cllr R Swann, Cllr P Whaites, Cllr L Vijeh.

Officers: Mr S Fisher, Mrs R Hope

1. **Apologies for Absence**
Apologies for absence were received from Cllrs Beardon, Childs, Shepherd, Turner and Yeowell.
2. **Declarations of Interest**
Cllr Henly declared a personal interest in Planning application 10/03947/FUL and 10/04171/LBC due to his acquaintance with the neighbour of the applicant.
3. **Minutes of the Previous Meeting**
It was RESOLVED that the minutes of the Planning Committee meeting held on 28 September 2010 be approved and signed as a correct record.
4. **Matters Arising from the Minutes**
Minute 7 – Street Lighting Upgrade
Cllr Excell asked about progress on the upgrade. The Clerk replied he was waiting for a response.
Minute 10 – Belisha Beacons
Cllr Whaites asked if the style of Belisha Beacons on zebra crossings could be clarified.
5. **Planning Applications**
Cllr Henly declared a personal interest in Planning application 10/03947/FUL and 10/04171/LBC due to his acquaintance with the neighbour of the applicant.

It was RESOLVED that the Committee's comments on the applications on the attached list be submitted to South Somerset District Council.
7. **Local Development Framework**
The Committee noted that the South Somerset Local Development Framework Draft Core Strategy incorporating Preferred Options was now published and open for consultation. Members received extracts from the Draft Strategy where it related to Ilminster including maps showing options for future housing development.

ILMINSTER TOWN COUNCIL

It was felt that the document lacked detail or coherent arguments leading to choice of a preferred option which was compounded by the use of out of date maps giving no clear indication, for example, of car parking provision which was a major issue for the town and it was considered that the matter needed to be addressed in a final document.

The Town Council had undertaken considerable work on producing a Strategic Vision and had devoted time to preparing an input to the Core Strategy based on that document. Furthermore the Vision had resulted from full public consultation and it was disappointing that many of its recommendations had not been included in the final draft.

In particular the choice of Option 2 for proposed housing development in the land running up to the fringes of Herne Hill was totally opposed by the Council. The preferred Option allowed or expansion along Shudrick Lane where it offered the additional advantage of an eastern relief road.

The Clerk was asked to respond accordingly to SSDC, including a further copy of the contribution of December 2009 to amplify these views.

7. Highways Matters

(a) Pedestrian Crossing at the Triangle

The Clerk reported that the zigzag lines had been extended and that the alignment of the lights had been changed so that they were more visible to car drivers. It appeared that no further improvements could be made without changing the location of the crossing entirely which would be difficult to achieve.

(b) Annual Winter Services Guide

The Clerk reported that he had received the Winter Services Guide for 2010/2011. The gritting routes were as in previous years.

9. Town Clerk's Report and Correspondence

The Clerk reported

(a) SSDC had asked the Council to publicise the 2011 census

(b) He had had a request asking the Council's opinion on the new proposed Planning reforms

(c) Cllr Yeowell had resigned as Chair of the Planning Committee. Election of a new Chair would take place at the next Council Meeting.

10. Members Questions

(a) Cllr Whaites asked (i) if the double yellow lines on Station Road were enforceable, (ii) would it be possible to have an update on the crossing outside Trafalgar Court and (iii) the new speed humps on Dittion Street appeared to be ineffective and were not signed.

(b) Cllr Excell asked (i) what was the minimum distance from the road for an extension to be built and (ii) were the committee aware that the cottages on Shudrick lane have cracks in them Spar Shop on Station Road were not working.

ILMINSTER TOWN COUNCIL

(c) Cllr Swann asked for an update on the proposed Medical Centre

The meeting closed at 8.52pm

.....
Signed

.....
Date

Action Plan

Council Meeting 23 November 2010

Action Number	Minute number	Date raised	Action	Comments	Proposed date
1	9	07/10/08 P	Incorporation of Ilminster by Design into Local Development Framework	Discussion to take place Meeting arranged for May 2009 with Clerk and District Officer Workshops in November Report sent to SSDC December 2009	
			Incorporate response into Strategic Vision Document	In preparation	Now
2	10	21/04/09 OS	To produce new Herne Hill leaflets	To update the content and research reprinting costs	
	9	15/09/09 OS		Further quotes required. Quotes obtained	
	12	26/01/10 OS		1000 leaflets to be ordered on recycled paper.	Now
3	17	20/10/09 OS	Repair of Cemetery wall along the bottom of the cemetery	Terms of covenant to be examined before solutions to the repair of the lower wall are discussed To asses solutions with local builder to include all possible strategies, and assess drainage solutions. Builder reviewing options Long term plan to be developed for the maintenance of the lower wall. Initial works on the lower wall to be implemented. Programme of action and funding to be agreed for future works Lower wall, spoil to be excavated, gate to created to ease removal of the spoil. Tenders received	OS 16/03/10
	8	25/05/10			
	7	06/07/10			
	7	19/10/10 OS			Now
	14	30/11/10			

	12	OS 14/12/10 F&P		Tender agreed	
4	7	20/04/10 OS	Skate park repair.	To replace damaged skate board ramp.	Now
	7	06/07/10 OS		To explore provision of a more up to date skate park.	
	7	30/11/10 OS		Meeting arranged with SSDC Play Officer, open to Councillors	
	6	14/12/10 F&P		Finance agreed using matched funding from SSDC	
				To set up a group to investigate location, skate park and MUGA provision with SSDC Play Officer.	
5	6	06/07/10 OS	Basketball Court	To investigate replacement with integrated structure. Single hoop reinstalled.	Now
				Awaiting SSDC Play Officer	
6	8	08/06/10 P	Bus shelter provision	To investigate provision of a bus shelter at the Stonemasons	Now
	9	30/11/10 OS		Costs obtained, further investigation as to whether Town Council could install a shelter	
				Following report, further investigation requested for a small shelter on Highways Land	
7	8	13/07/10 Personnel	Appeal Committee	Proposed structure to be prepared	Now
				Report to F&P 14.12.10	
8	8	15/07/08 FP	Creation of website	To create a website	Now
				Quotes to be obtained	
10	9	07/07/09 OS	Provision of seats on Canal Way and Shudrick stream footpath	To ask SSDC if they would provide seats.	June 2010
		26/01/10 OS		Report prepared – location/costs to be decided	
		20/04/10 OS		Deferred to next OS	
	8	25/05/10		To investigate installation of seats outside of Swanmead, Shudrick Stream path and Herne Hill.	
				To locate a seat/picnic bench in the south west corner	

	9	OS		of the Hill in abeyance following vandalism. To be installed winter 2010/11	
	19	27/07/10 P 30/11/10		To dedicate one of the seats to Jim Olds. Discussion Open Spaces 30.11.10 New litter bin agreed by the new opening to the Recreation Ground, permission to install a new seat outside granted.	
	5	21/06/10 F&P	Tripartite Meetings	Mayor to convene a meeting with the other two Mayors to seek a way forward.	Sooner
11	8	17/11/09 Pers	Work Load and Prioritisation	Paper to be prepared	Sooner
12	14	30/10/07 OS	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces.	Long
	8	16/09/08 OS		To obtain tenders for new path from the Lodge down to the area of the new graves. To discuss routes with Grave Digger and Funeral Directors	
13	14	18/12/07 P	Improving lighting in the town.	To report back when finances are available	Long
14	5	13/10/09	Management Plan Review for Herne Hill	To be pursued during 2010. Initial work completed. Refer to Herne Hill Committee spring 2011	Long
15	13	03/11/09 Pers	Quality Council/Power of Wellbeing	To be reconsidered following ISI and Strategic Vision completion	Long
16	8	19/10/10 OS	Provision of a Natural Keep Fit Course	Costs and siting to be investigated. Cllr Davis to prepare report	Sooner
17		OS	Bye Laws	Submitted	Now

Actions completed by Ilminster Town Council waiting response from other agencies.

Action Number	Minute number	Date raised	Action	Comments	Proposed date
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17	7	27/04/10 P	Winterhay Lane	Recommended to Highways Authority that parking restrictions on the east side of Winterhay Lane be removed Waiting police and Highway response	Now
18	7	09/12/08 P	Re-designating the bus bay on Silver Street	Waiting for a response from Chamber of Commerce. Reply received Committee requests loading bay to be provided. Highways and Police to be contacted. Following Highways comments committee confirm request. Formal request with Highways Waiting for the new financial year and if funds are available Would be pursued when resources were available No funds to pursue the issue	March 2010
19	8	09/12/09	Station Road Parking	Ask Highways to correct double yellow lines, request a review of parking in the area. Review to take place when Pedestrian crossing complete Awaiting proposals from Highways and site meeting Waiting pedestrian crossing Site meeting, awaiting Highways decision	March 2010
21	12	19/05/09 FP	Adoption of Station Road development	Seeking information on remedial list and target date for completion Target dates available	Long
22	8	16/09/08 OS	Safer parking for funeral cars outside the Cemetery	To investigate provision of warning signs. Highways contacted – ongoing	Long
23	7	10/02/09 P	Revision of town Traffic Flows	To contact Highways asking for a review to take place Reminded 21 st July 2009	Long
24	9	02/09/08 P	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 No progress	Long

25	5	22/09/09 FP	To locate an appropriate snow plough in the Ilminster area	To ask Somerset County Council to locate a snow plough in the Ilminster area for use by local organisations in heavy snow fall Highways asked to liaise with Highways Agency for ease of facilities at their new storage depot at Southfields roundabout	Long
26	8 10	05/01/10 P 29/06/10	Provision of Car Park in Silver Street	To informally discuss with SSDC an appropriate way of proceeding Further discussion proceeding	Long

*Tim is filed as April 2011 to be at 10.00
Document was modified 26.4.11*

Council Meeting 26 April 2010

Action Plan

Action Number	Minute number	Date raised	Action	Comments	Proposed date
1	9	07/10/08 P	Incorporation of Ilminster by Design into Local Development Framework	Discussion to take place Meeting arranged for May 2009 with Clerk and District Officer Workshops in November Report sent to SSDC December 2009	Now
		22/04/11 C	Incorporate response into Strategic Vision Document	In preparation Document in final stages, complete document to be brought to a future meeting	
2	10	21/04/09 OS	To produce new Herne Hill leaflets	To update the content and research reprinting costs	
	9	15/09/09 OS		Further quotes required. Quotes obtained	
	12	26/01/10 OS		1000 leaflets to be ordered on recycled paper.	Now
3	8	13/07/10 Personnel 22/04/11 C	Appeal Committee	Proposed structure to be prepared Report to F&P 14.12.10 Next personnel meeting	Now
4	8	15/07/08 FP 05/04/11 FP	Creation of website	To create a website Quotes to be obtained Council only format agreed, working party Cllr Shepherd, Viejh, Whattes and the Clerk to agree style and costings	Now
5	5	15/03/11 OS 412/04/11 OS	Creation of new entrance on to the Recreation Ground	To be installed where members of the public were already breaking through the hedge. Gate agreed, prices obtained	

6	17	20/10/09 OS 26/01/10 OS	Repair of Cemetery wall along the bottom of the cemetery	Terms of covenant to be examined before solutions to the repair of the lower wall are discussed To asses solutions with local builder to include all possible strategies, and assess drainage solutions. Builder reviewing options Long term plan to be developed for the maintenance of the lower wall. Initial works on the lower wall to be implemented. Programme of action and funding to be agreed for future works Lower wall, spoil to be excavated, gate to created to ease removal of the spoil. Tenders received Tender agreed	OS 16/03/10
	8	25/05/10			
	7	06/07/10			
	7	19/10/10 OS			
	14	30/11/10 OS			
	12	14/12/10 F&P			
	9	15/03/11 OS		10ft entrance to be created at the bottom of the cemetery wall.	Now
7	7	20/04/10 OS 06/07/10 OS 12/04/11 OS 30/11/10 OS	Skate park repair. Muga Proposal	To replace damaged skate board ramp. To explore provision of a more up to date skate park. SSDC to be approached for a grant for new skate park Meeting arranged with SSDC Play Officer, open to Councillors Finance agreed using matched funding from SSDC	Now
	6	14/12/10 F&P		To set up a group to investigate location, skate park and MUGA provision with SSDC Play Officer. Working party Cllrs, Beardon, Excell, Swann, Turner and Whaites to meet with SSDC Play Officer Preferred location to be on the existing tennis court further away from the Canal.	
	8	25/01/11 OS			
	7	15/03/11 OS			

8	9	07/07/09 OS 26/01/10 OS 20/04/10 OS 25/05/10 OS	Provision of seats on Canal Way and Shudrick stream footpath	To ask SSDC if they would provide seats. Report prepared – location/costs to be decided Deferred to next OS	June 2010
	9	27/07/10 P		To investigate installation of seats outside of Swanmead, Shudrick Stream path and Herne Hill. To locate a seat/picnic bench in the south west corner of the Hill in abeyance following vandalism. To be installed winter 2010/11	
	19	30/11/10		To dedicate one of the seats to Jim Olds. Discussion Open Spaces 30.1.1.10 New litter bin agreed by the new opening to the Recreation Ground, permission to install a new seat outside granted.	
9	14	30/10/07 OS 16/09/08 OS	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces. To obtain tenders for new path from the Lodge down to the area of the new graves. To discuss routes with Grave Digger and Funeral Directors	Long
10	5	13/10/09	Management Plan Review for Herne Hill	To be pursued during 2010. Initial work completed. Refer to Herne Hill Committee spring 2011	Long
11				Submitted	
	6	OS 05/04/11 F&P	Bye Laws	Comments received waiting further discussion	Now
12	18	15/02/11 C	Provision of notice board in Cemetery	Funding agreed Waiting to be installed	Now
	5	12/04/11 OS	Enhancement of toilet block	6 benches to be renovated, remaining railings to be removed and used to make gates over the doorways.	

Actions completed by Ilminster Town Council waiting response from other agencies.

Action Number	Minute number	Date raised	Action	Comments	Proposed date
13	8	09/12/09	Station Road Parking	Ask Highways to correct double yellow lines, request a review of parking in the area. Review to take place when Pedestrian crossing complete Awaiting proposals from Highways and site meeting Waiting pedestrian crossing Site meeting, awaiting Highways decision Site meeting with Colin Fletcher 17 March 2011	March 2010
	11	08/03/11 FP			
14	7	29/03/11 P	Provision of double yellow lines on Greendale	To contact Colin Fletcher	Sooner
15	9	25/01/11	Provision of grit bins	To be reassessed following Highways review of the service	Sooner
16	12	19/05/09 FP	Adoption of Station Road development	Seeking information on remedial list and target date for completion Target dates available	Long
17	8	16/09/08 OS	Safer parking for funeral cars outside the Cemetery	To investigate provision of warning signs. Highways contacted – ongoing	Long
18	7	10/02/09 P	Revision of town Traffic Flows	To contact Highways asking for a review to take place Reminded 21 st July 2009	Long
19	9	02/09/08 P	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 No progress	Long
20	5	22/09/09 FP	To locate an appropriate snow plough in the Ilminster area	To ask Somerset County Council to locate a snow plough in the Ilminster area for use by local organisations in heavy snow fall Highways asked to liaise with Highways Agency for ease of facilities at their new storage depot at Southfields roundabout	Long

21	8	05/01/10 P	Provision of Car Park in Silver Street	To informally discuss with SSDC an appropriate way of proceeding Further discussion proceeding	Long
	10	29/06/10			

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 24 January, 2012 at 7.43 p.m.

Present

Chairman: Cllr R Swann

Councillors: Cllr C Goodall, Cllr A Lawson, Cllr S Maylor, Cllr D Miller, Cllr J Pallister, Cllr S Sainsbury, Cllr A Shearman, Cllr J Sothern, and Cllr E J Taylor.

Officers: Mrs R Hope, Mr A Jones, Mrs M Shelley, Mrs J Thorne

1. Apologies for absence

Apologies for absence were received from Cllrs Shepherd, Vijeh and Whaites

2. Declarations of Interest

None

3. Minutes of the Previous Open Spaces Committee Meeting

It was **RESOLVED** that the minutes of the Open Spaces meeting held on the 18th October be approved and signed as a correct record.

4. Matters Arising from the Minutes

None

5. Warden's Report

The Open Spaces Warden reported approximately 2000 daffodil bulbs have been planted around the Recreation Ground with a little help from Sunny Ile pre school. Some of the benches were painted at the same time.

The football stadium seating had been removed with some of the wood being salvaged for future use. The Warden asked that a working party could be formed to review licences and practices between the Council and the Sports Clubs. It was agreed that Cllrs Pallister, Shepherd and Swann, the Deputy Town Clerk and a Warden should make up the working party.

The Warden thanked those who had helped clear the canal bank and with the removal of the five conifers. Chippings from the canal are now on pathways on the hill. The tree surgeon had also removed a branch off the silver birch at the cemetery and the trees on the Recreation Ground that had been scheduled for removal. The work experience employee had continued to volunteer and was proving helpful.

The replacement chainsaws had arrived. In the cemetery graves were being levelled as required, the yews and some of the shrubs had been trimmed.

ILMINSTER TOWN COUNCIL

Whilst the play area was fenced off to replace the wet pour surfaces, the swings and seesaw were repaired and repainted. A seal on the mule gearbox was also replaced by Loxtons. New bulbs had been fitted in the toilet block and the handwash units had been serviced. The Police have arrested two youths for breaking into the toilet.

Cllr Pallister asked what was happening with the widening of the surface leading up to the Wardens shed.

Cllr Swann asked if a letter of thanks could go to our young volunteer.

6. Wardens shed

(a) Vehicle logo

It was agreed to defer this discussion until a decision regarding the Council logo had been reached

(b) Vehicle immobiliser

The price for the recommended agricultural vehicle immobilizer was in the region of £350 which members felt this was too expensive. Cllr Shearman said he could help in finding a cheaper alternative.

(c) Shed security

Cllr Swann reported that ensuring all doors and windows were locked was sufficient security for the insurance company. The committee was presented with a list of items that could be included in the security system.

It was resolved that dusk to dawn lights, PIRS, deadlocks and hinge bolts should be purchased to enhance the security on the wardens shed, costings would be obtained.

7. Diesel tank and compound

Cllr Swann commented that this item was to be deferred pending further investigation.

8. Flail

Details of the proposal to purchase a new flail had been circulated to the committee. The benefits of the machine had already been demonstrated and it was likely to save a lot of time. The flail could also be used to cut both amenity grass and rough bramble and bracken. The AEBI and chipper had already been part exchanged and the Council had a credit amount that could be used towards the purchase of new equipment.

It was RESOLVED to RECOMMEND the purchase a Muthing MUE 2.00m flail.

9. Safety surfacing under zip wire

Following discussion of the four options detailed

It was RESOLVED to RECOMMEND that £1150 grass matting should be purchased

ILMINSTER TOWN COUNCIL

10. Cemetery

Following discussion of the options detailed and ascertaining which tree is to be felled.

It was RESOLVED to RECOMMEND the quote of £2825.50 for the removal of earth, grading to a gentle slope, removing the tree stump, putting in a drain and backfilling and spreading the soil on adjacent field.

11. Canal

Cllr Swann reported that a large area of the canal bank had been cleared. The timbers from the conifers that had been felled on the hill would be used to secure the eroded banks on the canal as advised by our local expert. It was hoped that the blue lias wall could also be renovated.

12. Town Clerk's Report and Correspondence.

(a) MTIG grant

Cllr Goodall asked the committee if they would agree in principle to support a grant application to MTIG, to carry out a de-cluttering exercise of road signs in the towns. The committee agreed.

(b) Training

The Open Spaces Wardens were to be trained for driving on slopes, the assistant Open Spaces Warden was also to attend a brushcutting course.

(c) Garden Competitions

The committee agreed that the competitions should run again with the following amendments, each competition will have a Jubilee theme, Swanmead would be invited to compete and the judging would be by a 'secret judge', judging front gardens only.

(d) Toilet railings

The clerk reported that it had been possible to obtain only one quote for altering the railings outside the toilet block. It was intended to fund the work through the toilet block refurbishment grant.

(e) Children's Centre

It was agreed that the new representative should be Cllr Sainsbury

(f) Christmas Tree Festival

Acknowledgment had been received from Make a wish Foundation for the monies raised.

(g) Details of the SSDC draft core strategy meetings would be emailed to Councillors

(h) Details of a Better Lives with Less event would be emailed to Councillors

(i) The Clerk thanked Councillors who had helped with the tree work and delivering the newsletter

ILMINSTER TOWN COUNCIL

The meeting closed at 8.48pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Chamber, Ilminster on Tuesday 6 March 2012 at 7.30pm

Present

Chairman: Cllr D Miller

Councillors: Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr J Sothen, Cllr R Swann, Cllr L Vijeh

Officers: Mrs J Thorne, Mrs R Hope, Miss N McIntosh

1. Apologies

Apologies of absence were received from Cllr's Sainsbury, Taylor, and Whaites

The Clerk reported the formal reason for absence of Cllr Whaites was serious illness. Since Cllr Whaites had already been absent from meetings for over five months and was likely to be absent for some time to come, it was **RESOLVED** to approve the absence of Cllr Whaites for reason of serious illness.

Councillors were happy for Cllr Whaites to remain a Councillor and noted that the action taken ensured that the allowed six months absence from the meetings before disqualification would now commence for Cllr Whaites from the date of this meeting.

2. Declarations of Interest

None

3. Minutes of the previous meeting

It was **RESOLVED** that the minutes of the Finance and Policy Committee meetings held on 31st January be approved and signed as a correct record.

4. Matters Arising from the Minutes

a) Town Council Logo

The Clerk reported that she had investigated the costing of printing of the logo in colour or black and white and gave details to the councillors. There was further discussion regarding the design on the logo however it was agreed that no further changes should be made.

The Clerk informed the Councillors the changes to the logo were one of the reasons for the delay in getting the new Herne Hill leaflets produced. Cllr Lawson reported that the finishing touches to the leaflet had been completed, the next step is to review text and check all the details. He felt that some additional information such as Country Code should be added to the leaflet. The Councillors were happy with the progress.

Members agreed that 1000 copies should be printed, with the Council funding £140, the remaining £140 Cllr Goodall would seek to obtain a grant. However it was

agreed to still go ahead with 1000 copies even if the grant for £140 could not be obtained.

b) Cemetery Lodge

The Clerk informed the Councillors she had been looking into the costs of Management Service from local providers to try and find a more competitive price as our current provider charges 12% of the monthly rental costs to manage the property. Although they are happy to lower their fees to 10%, quotes from other companies range from between 8% and 11%. The Clerk was asked to obtain formal quotes from the two local companies offering fees at 8%.

5. Website

Cllr Lawson updated the Councillors on his progress with the new website and displayed the proposed changes.

He had spoken to Vision ICT regarding the changes to the website and had asked if access from the office could be reviewed. He also noted that Vision ICT were currently updating their programmes

Cllr Lawson asked that he, the Clerk and the Administration Manager should continue to work on the website and report back on progress. They would continue to review the costing of the provision of support and hosting of the website. The Councillors agreed that the Administration Manager should complete a HTML Course costing £65.

6. Priorities

Cllr Miller reported that the Mayor and Chairs of Committees have met to discuss the issue of Council priorities. Councillors approved the proposed priorities list.

Cllr Miller noted that the markers at the Cemetery Lodge had not moved at all. Cllr Burton noted that a bench at the cemetery had not been bolted down and was worried about theft.

7. Councillor Representative Responsibilities

The Clerk made councillors aware that when appointed to voluntary organisations as Trustees they are still subject to the Code of Conduct at those meetings. Also business at such meetings is personal to the member and they cannot be directed how to vote.

Cllr Goodall added that there is a scrutiny review on representation on outside bodies at SSDC. She would recommend that members do not become trustees but act as an observer, although personal liability can occur.

8. 12/00541/TCA – Beech Tree at Station Road

The Administrative Manager reported that the tree was in a conservational area. Councillors noted the application and commented that if the tree was felled it should be replaced by another Beech tree.

9. Town Clerks Report and Correspondence

- a) The Clerk reported she had received a letter from The Local Government Boundary Commission, with draft recommendations for the electoral review of Somerset. This had been distributed to councillors and comments should be received by the 9 April 2012.
- b) There was to be a South Somerset District Council Core Strategy meeting at the Shrubbery next Wednesday 21 April at 4pm.
- c) Cllr Miller asked the Clerk to identify the fixed assets.

The meeting closed at 8.31pm

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Signed

Ilminster Town Council

To: All members of Ilminster Town Council

Dear Councillor

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

To be held on Tuesday 1 May 2012 at 7.30pm in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outline below.

**Julia Thorne
Town Clerk**

Date

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. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

COUNCIL AGENDA

- 1 Minutes from the Previous Meeting**
- 2 Apologies for Absence**
- 3 Declarations of Interest**
- 4 Mayor's Announcements/Engagements**
- 5 Matters Arising from the Minutes**
- 6 Police Report**
- 7 Report from County Councillor**
- 8 Reports from District Councillors**
- 9 Update from Queens Jubilee Committee**
- 10 Open Spaces Committee Meeting**
- 11 Planning Committee Meeting**
- 12 Finance and Policy Committee Meeting**
- 13 Accounts**
- 14 Reports from Representatives on Outside Bodies**
- 15 Authorisation of payments**
- 16 Action Plan**
- 17 Town Clerk's Report and Correspondence**
- 18 Meeting Dates**
- 19 To resolve: That in the view of confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw. (Public Bodies (Admission to Meetings) Act 1960)**
- 20. Confidential Item - Olympic Torch**

Iminster Town Council

**Council Meeting of Iminster Town Council
Tuesday 1st May 2012**

Agenda

Preliminary Items

- 1. To approve as a correct record the minutes of the previous meeting held on 20 March 2012 attached**
- 2. Apologies for Absence: Cllr Taylor, Cllr Whaites**
- 3. Declarations of Interest**
- 4. Mayor's Announcements/Engagements**
16th March Chair of SSDC's Annual Event; 19th Chard and Iminster U3A AGM; 23rd Mayor of Crewkerne's Charity Concert; 27th Presentation of Cheque to Carnival Committee; 31st Mayor of Chard's Gang Show;

Items for Discussion

- 5. Matters Arising from the Minutes**
(a) Prayers – update Cllr Goodall
- 6. Police Report**
- 7. Report from County Councillor**
- 8. Report from District Councillors**
The Core Strategy now known as the South Somerset local plan was taken to District Full Council on 23rd April 2012.
After a lengthy meeting the document was finally agreed and passed. The Finalised document will go to the Inspector for consideration and approval or rejection.
- 9. Update from the Queens Jubilee Committee**
(Report attached Appendix A)
- 10. Open Spaces Committee Meeting**
There were no recommendations from the Open Spaces Committee Meeting held on 27th March 2012
- 11. Planning Committee Meeting**
There were no recommendations from the Planning Committee Meetings held on 3rd and 17th April 2012.
- 12. Finance and Policy Committee Meeting**
Recommendation from the Finance and Policy Committee meeting held on April 17th 2012.
Minute 9 Club rent review – It was RESOLVED to RECOMMEND that the rents for the Cricket Club, Football Club, Youth Football and sports Club be increased by 5.2% in line with inflation
- 13. Accounts**
(Report to follow Appendix B)
- 14. Reports from Representatives on Outside Bodies**
(a) Tripartite Meeting April 19 2012, Town Clerk Julia Thorne

Iminster Town Council

A meeting was held on Thursday April 19 in Crewkerne Town Council offices with representatives from all three towns. Those present were the Town Clerk and Mayor for Crewkerne, Chard and Iminster.

Youth Club funding

The issue of funding the Youth Clubs was first discussed, although there had been no update from the County Council on the matter.

Crewkerne was having a new purpose built centre next to the Aqua Centre and £4,000 had been allocated to the club management committee this year and £11,000 had been allocated in the budget for next year.

The Youth Club Management Committee in Chard had finished their arrangement with the County Council at the end of March and secured a £7,000 hand over cost from them. Any remaining stock they had was also signed over to the management committee such as pool tables etc.

It was suggested Iminster Town Council contact the Youth Club Management Committee and find out what direction they were taking and what help they might need.

Parking

There was some discussion about the benefits which may be achieved by the Town Councils if they took over responsibility for car parking such as providing cheaper parking for users.

It was suggested that a report be put together by all three clerks to take the matter to each council to discuss further.

Markets

Information had been circulated amongst those present regarding the markets operating in the three towns. There was discussion on how to make these markets more attractive to both stall holders and to visitors in order to ensure their future.

Next Meeting

It was agreed to hold the next Tripartite meeting in Iminster Town Council offices on Thursday June 21 at 11am.

(b) Iminster Forum

Report of Iminster Forum AGM held on Monday 2nd April 2012

The Forum elected new officers for the coming year

Secretary – Emma Taylor

Chair – Carol Goodall

Vice Chair – Stuart Lee

Treasurer – Emma Taylor

Ilminster Town Council

Market Report – New uptake in market stalls from horticulturist, Bread stall will be continued by new stall holder

History Group – History of Methodist church text is ready to go online, some images needed to make more appealing, intention to also display this information in the library

Library Garden – Hard landscaping complete, looking for donations of furniture from Tesco and plants from B&Q

Litter Pick – Various litter picking activities are underway, including volunteered effort from Brownies.

The kissing gate at the bottom of Brewery Lane has been tidied and is now going to be given some TLC

(c) Ilminster Youth Council

The Youth Council has now had three meetings, with a small group of youngsters attending regularly. They are keen and enthusiastic about taking a role for organising events and getting young people to take some responsibility and raise the positive profile of 'youth'.

The first meeting involved a discussion about what was good and not so good about Ilminster. Lots of good news here, but also mentioned as not so good was; play equipment for the 'tweenies'; not enough trees to climb; youth gym access.

In the second meeting we discussed the Easter Egg trail, and a number of them volunteered to help with this. We also discussed a logo and name for this group – concerns are that Ilminster Youth Council sounds quite dull... We're looking into a fitting acronym and looking at 'forum' as opposed to council, seeing as they do not have to be voted on, this also makes more sense. We then planned the Treasure Hunt to take place on the 4th June,, with all locations and clues decided upon and written by the youth members

On Easter Sunday, 5 members of the council came to support and help with the running of the Easter trail, giving up their Sunday lie ins!

At our latest meeting, we discussed the route of the treasure hunt and timings of the route. The members also wrote draft letters which will go to all establishments we wish to use to display clues on the evening. Each member will handwrite at least one letter to one group/business/organisation.

The members wish to ask the Town Council for permission to use the Market Square on the 4th June as the start and finish point of the trail, and also as the meeting place for the Lighting of the Beacon.

Ilminster Town Council

Finally, we discussed them being judges for 'Ilminster's got Talent' on the rec on June 3rd. All were happy to participate in this as none were taking part, and all would be about on the day.

Our next meeting is on Monday 21st May at 3.45pm in the chamber, and all are welcome to attend. In the meantime I hope to take some of them to visit some of the more senior members of the community to obtain memory soundbytes of the coronation/jubilees etc for the Diamond Jubilee celebrations. (If any of you have local memories of these occasions, or know someone who has, let me know...)

Generally our meetings last between 30 and 45 minutes, and it is impressive to see what they get done in that time! Thanks go to Jo, Emma Jane and Roger who have attended and supported the meetings, as I cannot run them alone. I hope that the group now builds momentum and support from here, as I have some bigger projects I'd like them to tackle!

15. Authorisation of payments

(Attached Appendix C)

16. Action Plan

Members are asked to note, comment and/or update the following Action Plan
(Attached Appendix D)

17. Town Clerk's Report and Correspondence

(a) Request from Scouts for permission to hold their Tuesday night session Herne Hill

The cub scouts have asked for permission to use Herne Hill to lit a camp fire and cook sausages on a Tuesday in June under supervision from 6-8pm. They will contact us closer to the planned date to make final arrangements.

(b) Letter from Forestry Commission regarding a survey they wish to conduct

18. Meeting Dates

Annual Town Meeting – 3 May

Annual Council Meeting – 15 May

Open Spaces Committee Meeting – 29 May

Finance and Policy Committee Meeting – 12 June

Council/grants – 19 June

Council – 26 June

19. Confidential Item

To resolve:

That in the view of confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw. (Public Bodies (Admission to Meetings) Act 1960)

20. Olympic Torch

To agree arrangements.

Mayors Report 3 May 2012

As some of you here will know, this is not the first time I have given a Mayor's Report. In the past I have worked my way through the ups and downs of the Council year as they occurred. This time I am going to group linked items together and so will probably not follow a strict timeline.

The greatest change for Ilminster Town Council was the election in May last year. Eleven candidates stood for election and the remaining four were co-opted. A further co-option took place due to the loss of two councillors, Cllrs Weisse and Miles - one as a result of moving to Chard and the other because of pressure of work.

Whilst the old faces are missed, we have a very good mix of Councillors, with six old hands being joined by nine brand new and shiny younger faces. They bring to the table commendable enthusiasm for the work and valuable specialised skills. I will not name names, but for example we now have an IT wizard together with a teacher, a former London councillor and a housing expert. All of this expertise and experience brings an added dimension to our decisions.

As the changes and funding cuts made by the new government slowly but surely edged their way down to county and district level, the Town and Parish councils found themselves with more responsibilities than they had had before. Of course they were not compelled to take on those responsibilities because they came at a cost. However, in Ilminster, the Council took the view that for the town to survive and to attract visitors greater expenditure on the fabric of the town was needed. Councillors soon realised that to do that the precept had to go up – it was a decision that was not taken lightly and three long evening meetings were spent debating the rise in the precept.

One small example of this is that 10 dog bins and 10 litter bins have been purchased and installed. There was a time when we only had responsibility for such bins on recreation areas now that has been extended to include the town as a whole. Additionally twelve new seats have been purchased. It is our grounds staff who will be responsible for installing all this street furniture and of course these extra responsibilities have had an impact on the work of our grounds staff whose main role was once to manage Herne Hill and cut the grass in the recreation areas, the cemetery and the churchyard.

There is an expectation that with recreation areas there will be play equipment. This also has to be maintained because we have a duty of care to the youngsters using the equipment. Play equipment and safety matting do not come cheap. The two new gates to the Toddler play area cost £738 each and a total of £5892.00 was spent on safety surfacing under the swings and zip wire.

Provision for the young people has been high on the Council Agenda and first priority is to see a brand new skate park replace the old one. Young people have been consulted on this

project in some depth and we hope that they will not only use but also care for this new structure. It is intended that this will be in place before the summer holidays, but the work cannot begin just yet because of the amount of activity that is taking place in that area during the month of June. There are plans to install a MUGA on the Recreation ground later in the year. One of the displays at the back of hall gives more details of what these projects involve and there are forms available should you wish to comment. This major investment is one of the areas which has driven the council tax increase

In order to continue to maintain, the recreation ground and Britten's field, the jewels in Ilminster's crown, substantial new equipment has had to be purchased including a new tractor and a flail.

Not everything has come at a cost to the public. Whilst the majority have welcomed the work done to the canal, with its major improvement in visibility, some residents mourn the loss of the trees and shrubs on the western bank. I hope they realise that the work had to be done to protect an important part of this town's heritage – the canal. As well as the work on the trees, the canal was cleared of a great deal of rubbish and the banks strengthened. This restoration work done by Councillors and members of the public was carried out, as I have said, at negligible cost to the town. However, the Town Council owe a debt of gratitude to Mr Sothern of Lower Meadow, whose expertise and advice ensured the work was completed in an appropriate and professional manner. The wild life that has left the site will quickly return as the trees grow back to their former glory and our historic canal will remain for a while yet.

Still in open spaces, the Cemetery has also received its fair share of attention. The work has and will include the repair of the Cemetery walls, the grading of the slope, the installation of a drain and the creation of a new entrance to the west.

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Another matter that will impact on our town, is the District Council's Core Strategy or South Somerset Local Plan as it is now known. Ilminster Town Council began work on a Strategic Vision for the town in 2007. In a way we were engaged in an early version of what the Government now calls Localism. The District's strategic planners became aware of what we were doing and asked to see what we had produced. They were impressed by our pro-active approach. They picked up on some of the town's draft strategic objectives and these have found their way into the District's final document.

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I would like to remind everyone that the Olympic Torch comes through Ilminster on 22nd May. It may seem to the general public that very little is being done about this. That is not the case, but locally we are constrained by what we can do and/or say. The London Organising Committee for the Olympic Games has total control of the arrangements and the publicity and we can only do things when they say so. But I can assure you that there are people working extremely hard to make this event a success. The work began with a request to the Town Council to provide information relating to the proposed route through town – such as hazards, opportunities and issues as a result of traffic and bus movements, deliveries to shops and much more.

We, as a town, were asked to provide marshals and Kym Toms, Chair of the Carnival Committee, and her band of marshals have come to our aid. They have been joined by volunteers from the Lions. They are all well trained and as we know very professional in what they do – but they still have to go to Yeovil for further training.

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The demands made on all the local communities are quite heavy and, in our case, the support we have from Carnival Committee and the Lions has been and continues to be invaluable. Given their hard work and the effort made by the schools, I would ask that as many people as possible turn up despite the early hour, to see the torch come through the town.

Finally, a brief word about the Queen’ Diamond Jubilee which the Council plans to celebrate over the first weekend in June. There are a number of activities taking place and details are on display on the boards. More importantly, the Chair of the Working Group and a number of her committee are here tonight and I am sure they will be delighted to speak to you about the planned celebrations.

Iminster Town Council

MINUTES OF THE ANNUAL TOWN MEETING HELD AT SWANMEAD SCHOOL, ILMINSTER ON THURSDAY 3 MAY 2012 AT 7.00PM

1 Those Present:

Chairman: Cllr C Goodall (Mayor)

The following Town Councillors were present:-

P Burton, A Lawson, D Miller, J Pallister, S Sainsbury, R Swann, E J Taylor (Electors)

L Vijeh (non Elector).

Deputy Town Clerk: Marilyn Shelley

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

2 Chairman's Address

The Chair welcomed people to the meeting. The Deputy Town Clerk then went on to explain the requirements for the Annual Town Meeting such that, it is not a Council meeting but 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. It is also an opportunity for the electors to ask questions for clarification or to gain further information. She commented 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 31 March 2011 were confirmed and signed as a correct record.

4 Matters Arising

None

5 Financial Statement

Cllr Miller gave a presentation on Iminster Town Council's Income and Expenditure Account and Balance Sheet for the year to 31st March 2011. (copy attached)

6 Mayor's Report

Cllr C Goodall gave a report on the activities of the Town Council for the year 2011/2012 (copy attached).

8 Public Question Time

A number of questions were raised which were responded to by Councillors.

A member of the public asked how much was the expected spend on the MUGA and the skatepark, commenting that £35,000 had been spent on a MUGA at Swanmead that should be available to the public. Did the Council advertise this facility? Cllr Taylor reported that details of the use of the MUGA went out in the schools newsletter.

A member of the public expressed his concern at the state of the bus service in the town. Cllr Goodall reported that the Town Council had been in conversation with County. County Councillor Turner was looking to arrange a meeting at County to discuss the issues. Residents had seen David Laws to raise the issues involved.

A member of the public congratulated the Council for the work on the canal and asked what were the implications for the fishing club? Cllr Swann reported on the improvements that had been made saying that the fishing club had been contacted to see how the fishing could be further improved.

A member of the public commented that as it was now established that global warming was an issue and not a theory, would the Town Council have the environment as one of its priorities for instance would carbon footprint be considered for future developments? Would it be possible to have a report on the progress of this suggestion at next years meeting?

A member of the public noted that the increase in the precept had been high. If there was to be such a price rise in the future would it be possible to have a public meeting? Was it entirely necessary to buy all the equipment in one go, could the work have been phased? Cllr Miller replied that it had come to Councillors attention that there was a shortfall in the monies required to replace current equipment and facilities. Part of the cost was due to other Councils no longer funding such equipment. Where possible equipment would be mended before being replaced.

A member of the public wished to congratulate the Council and their staff for the diligence and hard work that surrounded these issues.

A member of the public expressed concern regarding the parking on Canal Way particularly when football or cricket matches were taking place.

The meeting closed at 8.20pm

Mayors Report 3 May 2012

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ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Iminster on Tuesday, 26 June, 2012 at 7.30p.m.

Those Present

Chairman: Cllr R Swann

Councillors: Cllr Austin, Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr Maylor, Cllr D Miller, Cllr Pallister, Cllr A Shearman, Cllr S Shepherd, and Cllr J Sothern

Officers: Mrs J Thorne, Mrs R Hope

1. Minutes of the Previous Meeting

It was **RESOLVED** that the Minutes of the meeting held on 15 May 2012 and 19 June 2012 be approved and signed as a true and correct record

Following the addition of 'towards running costs for sessions' for the Ile Youth and Community Centre, it was **RESOLVED** that the Minutes of the meeting held on 19 June 2012 be approved and signed as a true and correct record.

2. Apologies for Absence

Apologies received from Cllrs Sainsbury, Taylor, Vijeh and Whaites.

3. Declarations of Interest

Item 22 – Cricket club nets. Cllrs Pallister and Shepherd declared an interest in this item due to their positions in the Cricket Club.

4. Mayor's Announcements/Engagements

The Mayor reported he had attended the following engagements in June, 1st Swanmead School Olympic event and Wadham School, Street Party, 2nd Jubilee Dinner at The Shrubbery, 3rd Civic Open Air Service and Jubilee events on the Recreation Ground, 5th Jubilee Tea at Vaughan Lee House, 10th Civic Service at the Minster, 16th Lions Summer Fete and Iminster Swimming Club Jurassic League Event, 21st Royal Air Force Cadets, ATC Annual Inspection, 24th Yeovil Town Council Civic Service

5. Matters arising from the Minutes

- (a) 15 May 2012, Item 15, Hammerhead. Councillor Goodall reported that the builders were still looking to use the entrance from the roundabout and were still in discussions with Highways.

6. Police Report

The Clerk presented a written report from PC Andy Stuart in which he said that the Olympic Torch had passed through the town without incident and was well attended despite the early start. He was looking into complaints of loud music on the Recreation Ground from the clubs though anti social behaviour reports were less than last year.

There was the usual amount of 'non dwelling burglaries' such as shed and garage break ins with theft of mowers and trimmers.

Several items had been handed in to the Police Station such as wallets and these had been returned to their owners, however they were in receipt of two bikes and sets of keys that nobody has reported missing.

Parking issues had been taken over by Civil Parking Enforcement, working on behalf of Somerset County Council however the Police were still able to deal with obstruction offences.

Cllr Miller commented that whilst he understood it was probably not the best use of Police time to attend every Council meeting, could they be requested to attend once a quarter. Cllr Shearman asked if any arrangements had been made for Councillors to shadow the PCSOs.

7. Report from County Councillor

There was no report.

Cllr Goodall commented that although Cllr Turner was unwell she was managing to attend meetings at County Hall.

8. Report from District Councillors

Cllr Goodall reported that South Somerset News had been delivered to houses in the area, it contained details of the Core Strategy and information on the Council Tax benefit reforms due in April next year.

The new Code of Conduct would be discussed at a meeting on 19th July following discussions with other district authorities to produce a county wide paper. Peter Lacey had suggested that Parish and Town Councils should look to using this Code of Conduct.

9. Finance and Policy Committee Meeting

There were no recommendations from the meeting held on 29 May 2012.

Cllr Miller commented that he was not happy with the current procedures for distributing paperwork.

10. Open Spaces Committee Meeting

There were no recommendations from the meeting held on 12 June 2012

11. Planning Committee Meeting

There were no recommendations from the meeting held on 29 May and 19 June 2012

12. Reports from Representatives on Outside Bodies

(a) Christmas Lights

Cllr Pallister reported that the AGM had been held. The Silver Street lights were to be upgraded to LED's. It was now not possible to replace the figures as they were no longer made. Robert Stone were to have a new decoration above their gate. The Victorian Evening this year was to have more 'Victorian Features' such as roasted chestnuts.

(b) Youth Club

Cllr Burton reported that improvements to the building had been made, the ladies toilets had been refurbished and there had been repainting inside the building. They were looking to Yarlington homes for a grant for the building fund. Activities for Friday night were funded by the children attending. The Youth Club earned £250 from each car that parks on site each year however there are issues with identifying the cars. The building itself is owned by the Howden Trust and run with three trustees. The Council asked Councillor Burton to ascertain who the trustees were.

(c) Twinning

Cllr Sothern asked if the Chair of the Twinning Association could give a presentation prior to a future meeting. This was agreed.

13. Authorisation of payments

It was RESOLVED that the accounts listed in the schedule, totalling £39,960.96 be approved.

14. Code of Conduct

The Clerk updated Councillors on the issue of Code of Conduct changes due to commence on July 1st 2012. She asked Councillors to consider meeting to discuss this issues and any further issues that this may have for standing orders.

Cllr Goodall suggested that the Council consider adopting the Code of Conduct drawn up by South Somerset District Council that would be under consideration on July 19th. It was agreed that the discussion should take place on 24th July at the Finance and Policy Committee meeting.

15. Tripartite Meeting

The Clerk commented that the report had been tabled for Councillors information and to note the confidential aspect of one of the items.

16. Skate Park

The clerk reported that work was due to start on Monday 23rd July weather permitting. Cllr Miller asked for a breakdown of the costs. Cllr Goodall replied £89,595.60p which included VAT. A discount of £8034 had been obtained and it was hoped that the price would lower further following discussion with PlayUK.

Cllr Miller congratulated the Chair of Open Spaces for her hard work on this project.

17. Presentation Evening

The Clerk confirmed that the Presentation Evening would be held on September 13th 2012 at the Shrubbery Hotel.

18. Action Plan

(a) Action 1 Lower Cemetery Wall

Cllr Miller asked if anyone had been advised of the relevant parts of the covenant.

(b) Action 3 Lower Cemetery Wall

Cllr Goodall reported that she continued to pursue the legal department.

(c) Action 6 MUGA

Cllr Pallister asked if this item could be removed. This was agreed.

(d) Action 5 Cemetery Lodge Crack

Councillors asked if this could be formally checked.

(e) Action 8 Additional land for recreational space

Cllr Miller asked if we have produced evidence of need, had the Clerk ascertained from the Sports clubs the use of the pitches and were Cllrs Goodall, Miller and Pallister going to convene a meeting

(f) Action 10 Herne Hill leaflet

Cllr Lawson commented that he had produced a disk to be sent to the printers

(g) Action 16 Football Club Facilities

Cllr Pallister asked if there had been any feedback. The Clerk replied she had not received any information.

(h) Action 15 Strategic vision

Cllr Miller asked if in the light of SSDC Core Strategy was the Vision now redundant. Cllr Goodall replied that it was still relevant and that Ilminster by Design should be incorporated into it. Cllr Maylor said she was willing to assist with this. Cllr Goodall also commented that due to the many events in the town this summer the Vision had been delayed.

(i) Canal Way Parking

The Clerk was asked to pursue Highways

19. Town Clerk's Report and Correspondence

The Clerk reported that

(a) A letter had been received from Ilminster Experience thanking the Council for the use of the Recreation Ground

(b) A request for nominations for 'Chairman's Awards for Service to the Community' Cllr Maylor commented that the former owners of Town and Country should be nominated.

(c) Notification of the proposed South Somerset Local Plan had been received. Cllr Miller asked that the matter be discussed by Councillors to give a response to the issues raised. It was agreed that the Planning meeting on July 10th should have an item covering this.

- (d) The Clerk and Deputy Clerk had attended a Cemetery Management course and would like to bring the issues raised to the next Open Spaces meeting.
- (e) Cllr Swann and Shearman updated the Council on the footpaths they were strimming
- (f) Pegasus Planning Group were to have a public consultation for the former Powrmatic site on 12 July between 3 and 8pm

20. Meeting Dates

- 10 July – Open Spaces
- 17 July – Personnel
- 24 July – Finance and policy
- 31 July – Council

21. Resolution

It was resolved that in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw as laid out in the Public Bodies (Admission to Meetings) Act 1960

22. Confidential items

(a) Cricket Club Nets

Following discussion the Clerk was asked to ascertain what speed the wind was blowing on June 7th and to get a breakdown of costs for repairing the cricket nets. The matter would be discussed again at the Open spaces meeting.

(b) Appointment of Committees

It was agreed to set up three committees to deal with personnel issues – a Staffing Committee to oversee personnel issues, chaired by the Mayor with no powers of delegation to report back to Council; a Grievance, Capability, and Disciplinary Committee to be chaired by the Deputy Mayor with a quorum of 4 and an Appeals committee with a quorum of 3. It was agreed that Councillors Swann, Shepherd, Vijeh, and Goodall be on the Staffing Committee with Councillors Taylor, Shearman, Shepherd, Sothern, on the Grievance, Capability and Disciplinary Committee with Councillors Miller and Vijeh in reserve, Councillors Maylor, Burton and Austin serve on the Appeals Committee with Councillor Whaites in reserve. It was agreed that all members except for members that are on the Appeals Committee could attend the other two Committees.

(c) Market House

It was agreed an amount up to £300 be spent on fees to survey the Market House with a report to council on the findings.

(d) Personnel

The Personnel Working Party had met and discussed the job descriptions in regard to the resignation of the Administration Manager. It was agreed the proposed amendments would be handed over to the Staffing Committee to examine and discuss.

A job advert would also need to be put together and it was agreed this would be placed in the Chard and Ilminster News, the Western Gazette and the Job Centre website.

The Meeting closed at 9:35 pm

Signed..... Date.....