

Nikki McIntosh

From: Town Clerk <town.clerk@ilminster.gov.uk>
Sent: 16 December 2013 17:34
To:
Subject: FOI Request
Attachments: [FOI Request - 16 Dec 2013.pdf](#)

Dear

am writing regarding your FOI requested received by email on 18 November 2013 (and amended by a further email dated 18.11.13.)

You request was for

"Details, documentation, minutes, or correspondence which shows the consultation carried out with the public during the period of the previous Town Council (ie the council which ended its service in May 2011). Could I also be provided with details, documentation, minutes, or correspondence which shows the consultation carried out by the Town Council with South Somerset District Council, either at council, officer or councillor level, from December 1, 2010 up to the current time."

I have searched the paper files, the Town Council electronic filing (using the phrases consultation, Local Development Framework, Core Strategy , and the Town Council email system for the requested documents. I have also asked Councillors for them to make available any documents that they hold as Town Councillors

As you rightly state in your email Council agendas and Minutes are open for public inspection and therefore do not have to be supplied under FOI. On this occasion, I have included those documents in my search, however this additional work will not be provided with regard to any future FOI requests or requests made under the Environmental Information Regulations.

Information Obtained

1. The search shows that 2 public consultation events were held regarding the Strategic Vision - April 2007 where 96 signed the attendance register and a further event in July 2007 where 56 people signed the attendance register. The attendance registers are not being released as the exemption section 40 Personal Information applies - the attendance registers contain names and addresses.
2. There are 2 newspaper cuttings from the Chard & Ilminster News 25.04.07 and 16.05.07. If you come into the offices you can read these but I am unable to copy and send them to you because the Town Council does not have the relevant licence from the Copyright Licensing Agency
3. I have 4 maps of the town that I presume were used at consultation events which have red & green stickers on them. Again I am unable to copy these due to Copyright laws but if you come into the offices you can look at these.
4. There are a number of documents, including flipcharts that I presume were used at consultation events, it would be very difficult to scan these so they have been photocopied and will be hand delivered to your address. Please note there is no information as to when they were used, how they were displayed, how the flip charts were used / compiled, the meaning of the stickers etc.
5. The remaining documents I have found are detailed below and are being sent in 2 emails

The agendas, minutes and action plans will be scanned and emailed on 17 December 2017

Should you have any difficulty opening the documents please contact me.

Number	Lead Document Description (in the case of emails there may be an email string)	
1	Summary of consultation responses	PDF 1 Email 1

2	Town Council Newsletter Autumn 2006	PDF2 Email 1
3	Town Council Newsletter Summer 2007	PDF2 Email 1
4	Fax to Western Gazette 27.04.07	PDF3 Email 1
5	Letter to headteacher Greenfylde	PDF4 Email 2
6	Letter to headteacher Swanmead	PDF4 Email 2
7	Letter to Sports clubs who use the Recreation ground	PDF5 Email 2
8	Notes re Strategic Vision (appear to be written to accompany a presentation)	PDF6 Email 2
9	Various letters responding to the consultation (personal information has been redacted)	PDF7 Email 2
10	Letter template sent to local businesses (194 addresses contained on a separate list)	PDF8 Email 2

Yours sincerely

Joy Norris

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



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