

## **Ilminster Neighbourhood Plan Development Group**

### **Notes of Meeting held on 9<sup>th</sup> December 2020, using Skype**

**Present – Stuart Shepherd (In the Chair), Michelle Gunn, Colin Hyde, Annie Murdoch, Jim Sainsbury, Liz Shepherd, Henrietta Van den Bergh, Scott Waldie, Tony Walker, David Westwood, Martha Covell (ECA), Hayley White (Town Clerk), Julie Earp (Deputy Town Clerk).**

**Apologies – Sally Howard**

**247 – Notes of September 2020 Meeting** – The notes of the meeting held on 23<sup>rd</sup> September were agreed as a fair record.

**248 – Updated Timetable**– Martha presented an update on the work undertaken by ECA since the last Development Group Meeting, from which it was clear that the Plan now had a much firmer timetable centred round a presentation to the Ilminster Town Council in January 2021 and commencement of the local consultation process in March 2021.

**249 – Appointment of Graphic Designer** – Martha’s detailed report had been circulated prior to the meeting, and of the three Designers who had quoted, the ECA recommendation was that either Ola Weibe or “New Century Design” should be appointed, whose quotes in total, were very close. The advantage of “New Century” was that they were a local business, and the Development Group supported this consideration being taken into account, but ultimately, the decision rested with the Town Council.

**250 – Text of the Plan** – Both ECA and the Documentation Sub Group had been working to finalise the Text of the Plan. It was now on target to be finalised by 8<sup>th</sup> January. The Chairman thanked both Martha and the Sub Group for the hard work involved in bringing this matter to a successful conclusion.

**251 – Maps** –Between them Henny and Colin would liaise with the Graphic Designer to resolve any queries regarding the accuracy of maps.

**252 – SEA & HRA**– Martha gave an update on these reports, which would form part of the consultation package. Any comments on the SEA report, which had now been circulated to the Documentation Sub Group, needed to be made to Martha by 2<sup>nd</sup> January. The HRA report needed to be dealt with similarly.

**253 – Design Guide** – Martha’s report on developing the Design Guide for Developers, covering Street System Features, Building Form, Views, Retaining Tree Coverage and Use of Materials, was fully supported. Any further comments needed to be made by the beginning of February. David added that Solar Gain and the orientation of buildings was most important and must be included.

**254 – Developments Already Granted Permission** – Any dialogue on the Neighbourhood Plan Design Guide needed to be conducted through SSDC Planning Officers, and this was accordingly referred to the Town Council through Stuart and Hayley.

**255 - Further Progress** – The Meeting ended with a review of the appendices required to accompany the Plan available to go out as from 1<sup>st</sup> March 2020; but no further Group Meeting Date was set at this stage. The Chairman again thanked the Documentation Sub Group and Martha for their work.

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