

Ilminster Neighbourhood Plan Development Group

Notes of Meeting held on 25th April 2019

Present – Stuart Shepherd (In the Chair), Colin Bailey, Colin Hyde, Matt James, Annie Murdoch, Jim Sainsbury, Liz Shepherd, Henrietta Van den Bergh, Scott Waldie, Tony Walker, Martha Covell (ECA).

It was agreed by those present that Stuart Shepherd should take the Chair.

Apologies – David Westwood, Joy Norris (Town Clerk).

96 Declaration of Interest – No declarations of interest were received.

97 Notes of Last Meeting – The notes of the meeting held on 28th February 2019 were agreed as a fair record, and signed accordingly.

98 Matters Arising – Martha was thanked for the maps that she had provided.

99 The Housing Chapter of the Plan – Martha previewed the document that she had circulated as a draft, and Henrietta introduced the Housing Group additions (also circulated). There was a short debate, introduced by Annie, on whether the proper chapter heading should be Built Environment rather than Housing, but this was left unresolved, in that it was felt, that at this stage, it was more important to discuss the content than the heading. Led by Martha, there was then consolidation on the aims, and also the need to complete the evidence, including commissioning a Housing Needs Assessment. It was agreed that Henrietta would make revisions on the draft and submit to ECA; and that ECA would review technical support packages and draft a questionnaire on draft policies.

100 Call for Sites – It was confirmed that before any further progress could be made, the Council needed to advertise a public notice (which matter Stuart would action through the Town Clerk).

101 Canal Way Housing Development – Both Martha and Henrietta spoke of how meeting up with the Developers would be beneficial in taking the Neighbourhood Plan forward, particularly in terms of setting design standards. It was recognised that involving ECA in these meetings would incur some additional cost which needed to be included in the Plan budget as approved by the Council. Nevertheless, there was general support for continuing down this route.

102 Economy, Tourism and Heritage – Martha presented a briefing note (already pre circulated, which should be attached to these minutes). During the ensuing discussion on planning policies and the employment evidence base, it was suggested that more emphasis could be given to the need for small employment sites, but the general content of the paper and the follow up tasks, as summarised under page 10 of the brief, were accepted as the way forward.

103 Environment and Leisure – At this stage, it was agreed not to split the Thematic Groups further, although it was recognised that there was inevitably a great deal of overlap, particularly where Heritage was involved. The briefing note referred to under the previous minute also set out an agenda for this Theme Group, who in addition were asked to think about the inclusion of foot paths and cycle paths in the Plan, using the proposals developed by Sustrans for improving such routes around Ilminster.

104 Transport – This Group felt the need for strengthening and invited Matt to join them. Their immediate agenda was also set out in the briefing note referred to in the last two minutes.

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105 Community Comment vv the Plan – Two letters, both expressing in some detail, a future vision of Ilminster, had been received and circulated to all Group Members for consideration as appropriate, in discussing the development of Thematic Group chapters. Meanwhile, Scott would discuss with the Town Clerk, any issues raised in the letters that referred to a more immediate time scale than the making of the Plan.

106 Ilminster Mid Summer Experience – It was agreed that the Plan Development Group should be represented not only on Saturday 8th June, but also on Sunday 9th June. Scott would work out rotas and Henrietta would instruct ECA as to what materials were needed at least two weeks in advance. Both Colin B and Tony volunteered to be involved.

107 Logo Competition – Henrietta gave an update on the competition for which entries were due to close 30th April. Some concern was expressed that recognition be given to as many “winners” as possible (within age groups), though it was recognised that ultimately we wanted just one logo. Henrietta would set up a panel of three judges, including herself and the Mayor.

108 Schools Road Show – Martha gave an update on the programme for these road shows, which required attendance from both ECA representatives plus a couple of Development Group Members for each workshop. Annie, Henrietta and Tony were all heard to volunteer, though arrangements could only be finalised, when Martha negotiated dates.

109 Budget Considerations – This would be held over to the next meeting, when Martha would produce a summary of the additional costs we were currently contemplating, plus reference to the Locality Grant application which she was preparing, when applications opened mid May.

110 Publicity Campaign – Martha reported on the work that she had already undertaken in approaching one company (“Upper Dog”), and Matt was also able to offer information about a company that he knew (“The Marketing Barn”). There was a general view that we should have three quotes, and that Matt should liaise with Martha to take the matter forward. Martha (liaising with Henrietta) would draft an update to the full Neighbourhood Plan mailing list

111 16th March Walk About – Martha advised that comments on the write up of this event, should be received well ahead of the next meeting.

112 “Character of Ilminster” – Martha advised that any comment on this document should be returned within the next five days.

113 Terms of Reference and allocation of Responsibilities – There was recognition that current Terms of Reference for this Group were not always easy to operate within. Matt suggested that it had always been the Town Council’s intention to negotiate adjustment of the Terms in the interests of workability as necessary. Martha offered to circulate Terms which had proved successful within other groups, and also suggested that it might be beneficial, within this Group, to have a clearer allocation of responsibilities.

114 Next Meeting – 6th June in the Council Chambers at 6pm.

Jsgw/26/04/19

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