**Present – Stuart Shepherd (In the Chair), Colin Hyde, Jim Sainsbury, Liz Shepherd, Henrietta Van den Bergh, Scott Waldie, Tony Walker, Martha Covell (ECA), Philip Burton (Mayor of Ilminster). Mark Tredwin (Acting Town Clerk).**

**Apologies – Michelle Gunn, Matt James, Annie Murdoch.**

**266 – Declarations of Interest –** No new declarations of interest were recorded.

**267 – Notes of April 2021 Meeting –** The notes of the meeting held on 21st April 2021 were agreed as a fair record.

**268 – ECA Estimates –** Martha presented her latest report on ECA estimates, which had been duly approved by the Town Council. It clearly stated what fees and expenses were now accounted for, and what further expenses might have to be met.

**269 – Consultation Leaflet –** The latest update having been circulated earlier in the day, some further amendments were discussed and agreed. They would be recorded by Scott and passed on to Martha within the next couple of days. In particular, it was noted that the Town Council Offices would not be available for daily consultation (Covid restrictions), but would be available for a Saturday opening, manned by Development Group volunteers. Detailed amendments to the Consultation Timetable are in the next minute. Meantime, required leaflet numbers were discussed, and a figure of 4,000 agreed. This included 2,000 for distribution through the Post Office; up to 1,000 through Schools as proposed by Colin; and a further 1,000 in reserve during the consultation period. In conjunction with this, there would need to be an adequate number of copies of the proposed Plan professionally printed, for which ECA would get quotes. The Group itself needed to sort out the printing of questionnaires

**270 – Consultation Timetable of Events –** After some debate, the following timetable was firmedup:

- Saturday26th June – 9 till 3, stall in Silver Street.

- Sunday 27th June – 10 till 3, pitch at Recreation Ground.

- Wednesday 30th June - 6 till 8, presentation at the Shrubbery.

- Saturday 10th July – 11 till 3, Group Volunteers to man consultation in Council Offices ( downstairs).

- Saturday 24th July – 11 till 3, Group Volunteers to man consultation in Market Square.

Viewing of the Plan in both the Ilminster Library and the South Somerset District Council Offices were confirmed in accordance with Martha’s pre meeting E-mail. 3 sets of boards would be available in the Library, the Council Offices , and a third spare set

There would have to be an organised approach to the Plan Group’s covering of the events , and accordingly, Scott would be circulating all Group Members asking for commitment to dates and times. Henny also suggested that Members might be able to volunteer loan of gazebos and tables/chairs as required.

**271 – SEA and HRA Assessments –** Martha advised that although she had received assurances that these assessments would be completed prior to 24th June, there was a very small risk element that they would not, in which case it would not be possible to go out to consultation on 26th June as planned, and the whole timetable would have to be revised.

**272 – Consultation Discussions with the Community –** Stuart pointed out that as far as was possible**,** Group Members should stick to a common script. This could be discussed further at the next meeting.

**273 Next Meeting –** This would now be brought forward to 26th May 2021 at 6pm in the Council Offices.

Ss/sw/12/05/21