

Town Council Action List For Council 22 March 2016
Updated 18 March 2016

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	23.02.16 TC199	Financial Regulation	Update Financial Regulations S11 & Standing Orders S 17	Town Clerk		
2	23.02.16 TC199	Review of HR Policies	Update Disciplinary, Grievance and Capability Policies and Procedures	Town Clerk		
3	23.02.16. TC200	Review of Standing Orders	Prepare a revised Standing Orders document incorporating suggested changes	Town Clerk		
4	23.02.16 TC203	Wharf Lane Recreation Ground Play Area	Request s106 money for skatepark module	Town Clerk		
5	23.02.16 TC207	SSDC Consultation on CIL	Arrange for Strategic Planning Officer to do a briefing on Community Infrastructure Levy	Town Clerk	Briefing took place 17.03.16	17.03.16.
6	23.02.16 TC204 & 205	Community Facility Management & Rental Policy & rent for the football & community facility	Advise solicitor of resolutions so appropriate information can be included in lease documents	Town Clerk	Emailed solicitor the information	3.03.16
7	22.09.15 TC101	District Councillors' Report	Investigate current position regarding Superfast broadband in and around Ilminster and report back to Town Councillors	Cllr Keitch		
8	22.09.15 TC 102	County Councillors Report	Obtain the facts regarding the status of Neroche Primary school in relation to	Town Clerk		

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			education for Ilminster children and report back to Town Councillors			
9	22.09.15 TC 106	Fair Trade Signage	Write to Fair Trade saying that the town council supports the principle of having signs erected indicating the Town's fair Trade status on the main roads into the town	Town Clerk		
10	14.07.15 TC 62	Internal Audit Report Financial Controls 2014/15 Annual Return	Implement Action Plan	Town Clerk	Commenced implementation of action Plan – report to Town Council 22.09.15	
11	14.07.15 TC 63	Review of Project Management of the Football and Community Facility	Implement Action Plan	Town Clerk	Commenced implementation of action Plan – report to Town Council 22.09.15	
12	23.06.15 TC 38	Lookout Point	RESOLVED that the Town Council seek quotations to form a viewpoint / platform on Herne Hill	Office Staff	(i) Work has started to sort the stone at the cemetery to separate rubbish from what may be re-usable (ii) Informal advice sought regarding preparation of a specification	

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13	14.04.15 TC 414	Office Accommodation Working Group	RESOLVED that (i) That the possibility of locating the Wardens Workshop on Town Council owned land at West Crescent be explored (issues to include cost, security, access and possible planning requirements)	Accommodation Working Group		
14	14.04.15 TC 415	Sports Club Tenure	RESOLVED that the Ilminster Cricket Club be offered a 25 year tenure in the licence for the Sports Club	Town Clerk	Draft legal document circulated to Licence Negotiations Group for comment Advice obtained from Solicitor on a number of questions; to be discussed further by negotiations Group	
15	14.04.15 TC 416	Community Facilities Management and Rental Policy	RESOLVED that the principles in the Community Facilities Management and Rental Policy be adopted. Details to be completed	Town Clerk / Cllr Goodall	Formula for setting base rent agreed by Council February 2016 meeting	
16	17.03.15 TC 393	Winterhay Lane Recreation Ground – Play Area Project	RESOLVED that The Town Council formally apply to South Somerset District Council for the full s106 money allocated for this project and also to authorise the use of the renewals budget at the sum of £12,000 for future maintenance and enhancement of the play area.	Town Clerk	29.09.15 quotations for equipment, hard & soft landscaping requested. Quotations to be received by 23.10.15 Play & Paths Sub Group to consider	

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					<p>quotations on 12.11.15 and make a recommendation to Town Council 17.11.15.</p> <p>Following Council acceptance of the quotations orders placed and work likely to start on site mid-late January 2016, dependent upon weather and ground conditions</p> <p>Work scheduled to start on site 19 January 2015 – with swing replacement.</p> <p>Mound slide will follow when weather improves</p> <p>12 Feb - swings installed and ground cleared, mound scheduled for construction end Feb / early march dependant upon weather</p>	

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					<p>11.03.16 Mound constructed; 17.03.16 ditch cleaned out & hedges cut back</p>	
17	16.12.14 TC 328	Club Licences and Leases	<p>RESOLVED that</p> <p>(i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved.</p> <p>(ii) That the Town Council's solicitor (previously agreed) be requested to start compiling the template for the licences and lease based upon the agreed heads of terms</p> <p>(iii) That the Chair of Open Spaces, Cllr Neave and the Town Clerk meet with Cricket Club representatives and Football Club representatives to negotiate the details to be contained in the licence / leases</p> <p>(ii) That the details negotiated in (iii) above to be reported to Council for approval</p>	Town Clerk	<ol style="list-style-type: none"> 1. Individual meetings arranged with Cricket & Football Clubs to discuss detail. Initial meetings have taken place 2. Solicitor requested to draft football facility lease – draft expected mid April 3. First draft of Football lease received and comments returned to Solicitor. 4. June 2015 Negotiations ongoing 5. Sept 2015 football lease content agreed by 	

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					Licensing negotiations group Sports Club document circulated for comment	
18	10.06.14 RES 35	Town Sponsorship	<p>RESOLVED</p> <p>(i) That the cost for a 1 year sponsorship of the Station Road / Reic Sur Belon Roundabout be £750.00</p> <p>(ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.</p>		On - going	
19	SCC Investigation Winterhay Lane TC 05.02.13	Winterhay Lane Footpath	<p>Resolved</p> <p>1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way</p> <p>That Cllrs Swann(with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7th March 2013 to put the Town Council's view</p>		<p>1) Meeting booked for 7th March 2013 Meeting Cancelled – Councillors and Mr Holtom informed</p> <p>2) Report and Recommendation received from SCC</p> <p>3) Application to be placed before regulations Committee on 3rd October 2013</p> <p>4) Consideration by SCC Regulation Committee postponed</p>	

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					<p>5) Regulation Committee decided Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order.</p> <p>6) SCC have made an order.</p> <p>7) 01.04.14 SCC have received objections and this will now be referred to the Planning Inspectorate.</p> <p>8) Information from County Councillor suggests timescale for submission to Planning Inspectorate unknown</p> <p>9) Town Clerk sent letter 12.12.14</p> <p>10) Item added to agenda to discuss at meeting on 20.01.15</p> <p>10) Meeting 20.01.15 RESOLVED "That, in the light of the friction which exists in the</p>	

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					<p>town over the continuing ambiguity as to the status of the footpath that adjoins Winterhay Lane that the Town Clerk be authorised to contact vigorously all organisations who can assist in implementing an early resolution of the issue."</p> <p>Letters sent 24.02.15 (SCC Chief Exe, Ch Regulation Cttee, MP, PCC, Conservative PPC</p> <p>Replies received from PCC and SCC</p> <p>14/05/15 letter to mayor rec'd from SCC stating that this footpath will be the next case compiled by SCC and sent for decision</p> <p>13.08.15</p> <p>Preparations have been started on</p>	

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					<p>compiling the documents for submission to the Planning Inspectorate and work is actively ongoing; the case will hopefully be submitted in the next few weeks.</p> <p>22.09.15 on Council Agenda for re-consideration of the Town Council's stance</p> <p>22.09.15. Council resolved that its stance remains that the footpath adjacent to Winterhay Lane known locally as either Bumpy Lane or Winterhay Lane North should be designated as a public footpath</p> <p>13.10.15. File for Secretary of State substantially complete despatch anticipated by end of October 2015</p>	

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					<p>11.11.15 SCC confirmed that the papers are now with the Planning Inspectorate who are actively seeking dates for a public inquiry Local Inquiry scheduled for May 2016 Cllr Swann nominated to attend Inquiry as Town Council rep; representation made to Planning Inspectorate stating TC position</p>	