

## Ilminster Town Council

To: All members of Ilminster Town Council

Dear Councillor

You are summoned to attend a meeting of the **PLANNING COMMITTEE** and **OPEN SPACES COMMITTEE**

To be held on **Tuesday 10 July 2012** at 7.30pm in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outlined below.



Julia Thorne  
Town Clerk

Date 4.7.12.

### Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

## PLANNING AGENDA

### *Preliminary Items*

1. Minutes from the previous meeting held on 19 June 2012
2. Apologies for absence
3. Declarations of Interest

### *Items for Discussion*

4. Matters Arising from the Minutes
5. Planning Applications 12/02298/R3C, 12/02358/FUL, 12/02449/FUL, 12/02482/FUL
6. Planning Decisions 12/01485/FUL, 12/01621/FUL
7. Planning Appeals 11/00850/LBC, 12/00197/FUL

# **Ilminster Town Council**

## **OPEN SPACES AGENDA**

### *Preliminary Items*

- 1. Minutes from the previous meeting held on 12 June 2012**
- 2. Apologies for absence**
- 3. Declarations of Interest**

### *Items for Discussion*

- 4. Matters Arising from the Minutes**
  - (a) Oil Tank**
  - (b) Market House**
  - (c) Date of bus stop meeting**
- 5. Wardens Report**
- 6. Skate Park report**
- 7. Open Spaces**
  - (a) Management programme**
  - (b) Risk assessments**
  - (c) Licences**
- 8. Cemetery**
  - (a) Wall**
  - (b) Management Training Report**
- 9. Clerks Report**
  - (a) Request for bin from SSDC**
  - (b) Cricket Club nets**
  - (c) Kelway Training request for lower rent**

# Iminster Town Council

## PLANNING AGENDA

### *Preliminary Items*

1. Minutes from the previous meeting held on 19 June 2012
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### *Items for Discussion*

4. Matters Arising from the Minutes
5. Planning Applications
  - (a) 12/02298/R3C – Installation of 2 double classroom modular buildings to replace 3 existing modular buildings which will be demolished.
  - (b) 12/02358/FUL – Demolish rear lean-to and erection of single storey extension
  - (c) 12/02449/FUL – Application for a new planning permission to replace extant permission 08/02144/FUL for alterations and extensions to the lodge, conversion and extensions to existing buildings and the erection of a new building to form 8 no. Live/work units
  - (d) 12/02482/FUL – The upgrading of existing antennae, addition of 1 No. 300mm dish, the addition of 1 No. 600mm dish, the upgrading of 2 No. Existing cabinets and the addition of 1 No. Further cabinet together with associated ancillary works.
6. Planning Decisions
  - (a) 12/01485/FUL

### **GRANT PERMISSION FOR THE FOLLOWING REASON:**

01. The proposal, by reason of its size, scale and materials, respects the character of the area and causes no unacceptable harm to residential amenity or highway safety, in accordance with the aims and objectives of policies STR1 and 49 of the Somerset and Exmoor National Joint Structure Plan, saved policies ST5 and ST6 of the South Somerset Local Plan 2006 and the provisions of chapter 6 and 7 of the National Planning Policy Framework.

### **SUBJECT TO THE FOLLOWING CONDITIONS:**

01. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To accord with the provisions of section 91(1) of the Town and Country Planning Act 1990.

02. The development hereby permitted shall not be carried out otherwise than in complete accordance with the following approved plans: 'S/2295/2.3', received 23rd April 2012 and 'S/2295/LP1.1', received 30th April 2012.

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Reason: For the avoidance of doubt as to the development authorised and in the interests of proper planning.

03. The development hereby permitted shall not be commenced until particulars of materials (including the provision of samples and details of finish and colour, where appropriate) to be used for the external walls, roofs and balcony screen have been submitted to and approved in writing by the Local Planning Authority.

Reason: In the interests of visual amenity, in accordance with policy STR1 of the Somerset and Exmoor National Joint Structure Plan, saved policies ST5 and ST6 of the South Somerset Local Plan 2006 and the provisions of chapter 7 of the National Planning Policy Framework.

04. The balcony screen indicated on approved plan 'S/2295/2.3' shall be provided prior to the extension hereby permitted first being brought into use and shall be permanently retained and maintained thereafter.

Reason: In the interests of residential amenity in accordance with saved policy ST6 of the South Somerset Local Plan 2006.

05. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order with or without modification), no additional windows, including dormer windows, or other openings (including doors) shall be formed in the extension hereby permitted without the prior express grant of planning permission.

Reason: In the interests of visual and residential amenity, in accordance with policy STR1 of the Somerset and Exmoor National Joint Structure Plan, saved policies ST5 and ST6 of the South Somerset Local Plan 2006 and the provisions of chapter 7 of the National Planning Policy Framework.

**(b) 12/01621/FUL**

**The application is now withdrawn**

### **7. Planning Appeals**

**(a) 12/00197/FUL** notification of appeal for alterations, the erection of single storey extension, first floor extension and insertion of dormer window to west elevation.

**(b) 11/00850/LBC Appeal Decision**

Site visit made on 25 April 2012

by David Nicholson RIBA IHBC an Inspector appointed by the Secretary of State for Communities and Local Government

Decision date: 11 June 2012

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Appeal Ref: APP/R3325/E/11/2162073

23 Silver Street, Iminster, Somerset TA19 0DH

- The appeal is made under section 20 of the Planning (Listed Buildings and Conservation Areas) Act 1990 against a refusal to grant listed building consent.
- The appeal is made by Mrs Jane Morgan against the decision of South Somerset District Council.
- The application Ref. 11/00850/LBC, dated 15 February 2011, was refused by notice dated 15 April 2011.
- The works proposed are removal of existing double doors in west elevation of 23 Silver Street, Iminster & replacement with fire door & side panel in existing opening.

### Decision

1. The appeal is dismissed.

### Main Issues

2. The main issues are whether the proposed works would preserve the special architectural and historic interest of the listed building, and; the effects of the works on the character and appearance of the Iminster Conservation Area.

### Reasons

3. Iminster Conservation Area includes many of the town's historic buildings and street patterns. No.23 Silver Street is close to the core of the conservation area. It was originally listed with Nos.19-21, in 1976, as part of a group of buildings in the same ownership and use, but from which it has recently been separated. Since then, on account of the survival of internal fixtures and fittings, Nos.19-21 have been recognised as one of the best-preserved draper's shops in the country and, following an English Heritage report, were upgraded to Grade II\*.
4. No.23 was also re-assessed but retained at Grade II. The report notes that it should be designated for its sash windows and shop-front, its record of the growth of the adjoining business, and for group value with adjacent buildings and others in Silver Street. It notes that the rear of No.23 was rebuilt in the 1930s, lacks any intrinsic claims to attention and thus is not of special interest. Having viewed the site and studied the detailed English Heritage report and the Council's representations I can find nothing of significance to the listed building as a designated heritage asset in the rear extension. Nevertheless, the rear of No.23 is still attached to the front, and so part of the overall building, and should therefore be treated as part of the listed building for consent purposes. Moreover, while not of special interest, the stone and brick walls with tiled roofs provide at least a neutral backdrop to the front of the building.
5. The proposed fire door and side panel have been installed and I had the benefit of seeing them in place. The works are to an existing opening onto a private access to the side of the building within the further part of the rear extension. The previous double doors were made of timber within an existing opening in a limestone rubble wall in a

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part of the building which has no special architectural or historic interest. The replacement door and panel are half glazed within substantial uPVC frames.

6. In my assessment, the introduction of new, bright, white, modern plastic elements with thick, heavy, bulky framing is entirely at odds with the form and materials of the surrounding historic building. While the extension may not be of special interest it is still part of the building and very much part of its setting. By attracting attention away from the traditional stone and brickwork along the side access, the door and panel also detract from the historic

character of the building as a whole and jar within its setting. To the extent that door is visible from public viewpoints within the conservation area, which will be particularly true when the door is open, I find that its character and appearance would also be harmed.

7. I have noted that the previous door was rotting but this could have been repaired or replaced to match without the requirement for consent. If necessary, glazing could probably have been included without harm to the historic character or setting. While replacement windows have been inserted into the adjacent buildings, I am informed that these are unlisted.

8. I therefore conclude that the works conflict with policy in paragraph 132 of the National Planning Policy Framework (the Framework) which attaches great importance to the conservation of designated heritage assets (which include listed buildings and conservation areas. As the new features, and their material in particular, do not follow the character of the building or the surrounding conservation area they are contrary to extant guidance in the PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide which, at paragraphs 185-186, advises that The insertion of new elements such as doors and windows, ... is quite likely to adversely affect the building's significance and New features added to a building are less likely to have an impact on the significance if they follow the character of the building.

9. To the extent that they are material considerations, the works fail to comply with current adopted policies EH3 and EH1 of the South Somerset Local Plan, which do not permit development which would harm the character of a listed building, its setting or any features of special architectural or historic interest which it possesses, and; require development in a conservation area to preserve or enhance its character or appearance.

10. For the reasons given above I conclude that the appeal should be dismissed

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1. Minutes from the previous meeting held on 12 June 2012
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### *Items for Discussion*

#### 4. Matters Arising from the Minutes

(a) Oil Tank

(b) Market House

Surveyor and Greg Venn

(c) Date of bus stop meeting

(d) Audit of Sports facilities

#### 5. Wardens Report

We have been catching up on cutting the grass when weather permits. (The flail has been very useful when the grass has got to long for the gangs) this includes West Crescent, the hill part of Britain's field and the pathways on Herne hill.

The town signs and planters have all been strimmed around.

Although it's been very wet we have been able to get up on the hill to clear some of the broken branches that had come down in the wind.

The toilet block has had several tiles damaged on the football pitch side not sure if this has been done deliberately or through balls hitting them, but will need about 12 tiles replaced along with all the guttering that has just about given up all around the building. We have painted the metal posts with undercoat.

We have taken the old wooden/metal bench from the rec opposite The Mead replaced the concrete pad and replaced the bench with one of the old metal benches we have had repaired and repainted.

The old bench from the rec we have repaired and painted and put up on New Road near the footpath gate and taken away the metal one from there to repair/repaint. (This will come back onto the rec soon)

We have also replaced the old green bin near the tennis courts with a new one. We also re-fixed the bin at the top of Wharf Lane.

Yarlington housing held their skip day at the top of rec near Orchard Vale this seemed very popular and once gone we had very little mess to clear.

We went up to the beacon and tidied up any rubbish left from the other nights lighting.

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### Vandalism-

We have had the usual broken bottles etc around the rec, but the bench near the Tesco garage has been broken (and now removed) and the bin had been burnt badly and melted beyond repair.

Apart from the toilet block tiles and guttering, the only other thing to report is that several plants have been stolen from the planters on Strawberry Bank.

We have had quite a lot of vandalism in the tennis courts, this includes one top wire broken, a centre strap, two centre fixing hooks, one metal end rod and one new nets cut. We have taken one net to the shed to store because of damage

The insurance company play equipment inspection was due to take place last week had been cancelled but is now due to be held on the 6/7/12.

### Other news –

The canal volunteers have been busy on the canal, and Luke and Corry have both been helping Andrew and myself on a regular basis and been very useful.

I have changed the engine oil and filter on the mule, repaired the electrics on the stiga cutting deck, and replaced the hitch on the gangs that broke last week.

I had a meeting with Mr. Marshall from the fair and because of the water logged field after discussion with the Open Spaces Chair Mayor and Town Clerk it was decided to cancel the summer fair this year, but hopes to be back for the carnival.

And lastly just to report on the Cemetery Lodge cracks I have been monitoring them for six months now and I am glad to report that as yet there are no signs of movement of the walls.

### **6. Skate Park report**

Written report from Cllr Goodall attached

### **7. Open Spaces**

- (a) Management Programme
- (b) Risk Assessments
- (c) Licences

### **8. Cemetery**

- (a) Wall
  - (b) Management Training
- Report from Clerk

### **9. Clerks Report**

- (a) Request for bin from SSSC
- (b) Cricket Club nets
- (c) Kelway training request for lower rent



Item 5



















## Open Spaces Meeting 10 July 2012 – Item 6

### Skate Park update

As I am sure you will remember, at the last Open Spaces Meeting I said that the subcommittee were due to meet with the contractors two days later and that I would give an update on that meeting and what decisions were made at it and afterwards. This a more detailed report than the one given at Full Council

Having Contractors round the table did help resolve a number of issues. For instance some of the costs were reduced or disappeared altogether – the local delivery cost disappeared and we were given a discount of £8,034.00.

The costs for the Skate Park are now manageable.

The meeting then moved to the Recreation Ground where the issue of the possible repositioning of the Big Bowl intruding into the Fair Ground space was considered. After some discussion, it was agreed that the layout should be reversed so that the Big Bowl was the Toilet end rather than the Fun Fair end. It was also agreed that the 'pad' should be extended to give skaters a slightly larger area in which to build up speed.

Play UK, the groundwork company will begin work, **weather permitting**, on 23<sup>rd</sup> July. It will take approximately 2 weeks to complete the work and the skate park elements can be installed after the tarmac and concrete has been down for two days.

The work will include:

- Remove and dispose of existing skate elements.
- Excavate test pits to establish whether the sub-base is sufficient under the pin kerbing where 23.75 linear metres of tarmac have suffered subsidence.
- Supply and install 50m of drainage connecting with the soak-away as per Ilminster specification.
- Reinstate damaged areas to flat, consolidated turf.

Provision has been made for to cover the possibility that 23.75 linear metres of pin kerbing might need to be replaced.

- Soak Away, including:  
An excavated pit 1.5m x 1.5m x 2.0m deep. Lined with a geotextile membrane, filled with suitable coarse hard core, covered with membrane and graded over with top soil and seed.

Foundation works required for the 'Bowl Corner', including;

- Excavate 54sq metres of existing grass/soil to a depth of 410mm.
- Import and compact type 1 sub base to a depth of 100mm.
- Cast 54sq metres of C20/25 concrete to a depth of 150mm.

Surfacing works including;

- Cut a 75mm wide chase to the existing tarmac perimeter for the new overlay to key into. (The new tarmac overlay will form a 75mm wide x 25mm high ramp, down to the existing pin kerbing).
- Sweep clean, apply tack coat emulsion and overlay 300m<sup>2</sup> to a depth of 25mm AC6 dense surface course tarmac.
- 10m<sup>2</sup> of additional tarmac surfacing consisting of 40mm base course and 20mm wearing course. Onto a 140mm deep compacted type 1 sub base, lined with teram membrane and edged with 6.5 linear metres of PCC concrete path edgings.

All surplus soil is to be stock piled on site approximately 100m away, as per customer's instruction.

- Return visit to lay 200mm strip of tarmac surfacing to the bowl corner after installation. This strip is required to fill the void left after installation and will form a smooth transition from the ramp to the new surfacing.
- Provide Heras security fencing and site storage for the duration of the contract.

The changes agreed with Hags were that:

- Spine to be included in the scheme, price included in attached quote
  - Installation to be carried out by HAGS Play, prices included in the attached quote
  - Orientation of skate park changed as per attached google plan
  - Bowl to be positioned partly into the grass, new technical drawings to be supplied shortly.
  - Delivery time four weeks from receipt of order.
- Hags have said that the elements will be ready to leave Germany on 24<sup>th</sup> July

## Estimated Skate Park Costs

### Concrete Elements

Quarter Pipe*	£9,538.00
Big Bowl*	£29,293.00
Big Bowl Guardrail*	£2,333.00
Ledge Wallie Combo*	£10,179.00
Spine	£4,545.00

### Extras

Transition Skate Equip*	£3,203.00
Crane*	£2,060.00
Delivery*	£6,957.00
Installation Charge	£2,133.00
Trackway	£2,000.00

### Ground Work

Remove and dispose of existing skate elements. Test pits to establish sub-base is sufficient under the pin kerbing where 23.75 linear metres of tarmac have suffered subsidence Supply and install 80m of drainage connecting with the soakaway as per Ilminster specification. Reinstate damaged areas to flat, consolidate turf.	£1,760.00
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Provisional Sum to allow for replacing 23.75 linear metres of pin kerbing	£800.00
Soakaway	£535.00

### Foundations for Big Bowl

Excavate 54sq metres of existing grass/soil to a depth of 410mm Import and compact type 1 sub base to a depth of 100mm Cast 54sq metres of C20/25 concrete to a depth of 150mm	£2,100.00
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### Surfacing works

#### Misc extras

Heras Security Fencing and Site Storage	£340.00
	<hr/> £82,697.00
Less Discount from HAG	£8,034.00
	<hr/> £74,663.00
Plus VAT	£14,932.60
	<hr/>

£89,595.60



The Town Clerk and Deputy Clerk attended an extremely useful training session on Cemetery Management on 19 June organised by the Institute of Cemetery and Crematorium Management and held in Ilminster.

The training was the first professional course on the subject which both the Clerk and Deputy Clerk had ever attended and it was extremely comprehensive covering the following items:

- 1) Local Authorities Cemeteries Order 1977
  - General powers of management
  - Compliance
  - Register and Records
  - Granting and extending rights
  - New income streams
  - Consent
  - Avoiding disputes
  
- 2) Burials
  - Depth
  - Shallow graves
  
- 3) Administrative Processes
  - Getting it right
  - Certificates
  - Problems and solutions
  
- 4) Grave digging
  - Right grave/wrong grave
  - Checking procedures
  - Preparations
  - Mourners backfilling
  - Mourners carrying coffins
  - Unconfined burial
  
- 5) Memorials
  - Unstable memorials? How to avoid this and reduce costs
  - Responsibilities
  - BS8415/BRAMM Blue Book/NAMM Code
  - Inspections
  
- 6) Creating Burial Space
  - Extending the viability of cemeteries
  - Reclamation and reuse of graves – using the law – statutory and church
  
- 7) Exhumation
  - Law and practice
  - Registration

## 8) Transferring Burial Rights overview/refresher

- Lawful process – getting it right
- Avoiding disputes and errors
- Legal documents

The day long course not only clarified some issues concerning cemetery management such as where the council must act or where it is not essential to act, but also highlighted areas which may need further consideration or need addressing.

These include:

- Risk assessments for people working and visiting the cemetery in particular for Stonemasons (important they confirm to British Standard etc)
- Adapt rules and regulations with qualifications so it is less argumentative and explains more clearly the reasons for the rules etc
- Length of time for Burial Rights and Memorial Rights – shorter time may encourage graves to be kept in better order so as to renew burial rights
- Extending grants – allows council to maintain contact with owner and could generate another income source
- The council must keep the cemetery in good order and repair – but under the Act does not specify what this is. Council should think about clarifying what it means by this so it is clear to staff, councillors, people working in the cemetery and the general public what the agreed standard is i.e. does this refer to length of grass, standard of the pathways, trees overhanging
- The need to balance the ability to manage and work safely in the cemetery with the public's wish to personalize graves
- The importance of having an up-to-date master plan of the cemetery which should be to scale, have grave numbers and if possible names. This can then be photocopied
- Draw up a formal agreement with funeral directors so the council and funeral director understands each others role
- Specific instructions for grave diggers/cemetery workers including health and safety advice
- Assessment of the use of books and electronic data – It is not necessary to keep books as information can be inputted on computer
- Evaluate all forms to ensure we are obtaining all the information we are required to
- Re-assess procedures for burials and cremations to ensure we are following correct procedures
- Look at the layout of the cemetery as a whole i.e consider different areas for urns and tablets (note above ground Burial Law doesn't apply)
- Put together a shallow grave policy and interment notice
- Research into the British Register of Accredited Memorial Masons and what it offers the council i.e. free training, professional masons.
- Confirm what is consecrated and unconsecrated land – different rules apply.
- Evaluate the administering of the exclusive rights of burial (a legal process) and reduce the probability of burials taking place without proper authority and possibility of compensations!
- Ensure the council has all necessary paperwork and forms for cemetery management including all forms of transfer where necessary

Further information on the areas mentioned above can be obtained from the office.

Code: CRK-155, CRK-156, CRK-165

Product: Premier Aluminium Portable Cricket Cage.

INS522

Revision 7

27/05/11

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### Pack Contents:

Assembly time for two persons, approx 2.5 hours.

- |     |   |                            |
|-----|---|----------------------------|
| 2 x | 1. Bent Uprights x 6                                    | Pack No's (FEP660) 3 of 2. |
| 1 x | 2. Crossbars (with reduced ends) x 3                    | Pack No (FEP661) 1 of 1.   |
|     | 3. Bottom Side Bars x 4                                 | Pack No's (FEP662) 2 of 1. |
| 2 x | 4. Top Side Bars A x 2                                  | Pack No (FEP663) 1 of 2.   |
|     | 5. Top Side Bars B x 2 <i>These are not reduced end</i> | Pack No (FEP664) 1 of 1.   |
|     | 6. Bottom Back Bar + Handle x 1 each                    | Pack No (FEP665) 1 of 1.   |
|     | 7. Support Braces x 4                                   | Pack No (FEP609) 1 of 1.   |
|     | 8. Front Handle Brackets x 2                            | Pack No (FEP605) 1 of 1.   |
|     | 8a. Front Wheel Bracket x 2                             | Pack No (FEP613) 1 of 1.   |
|     | 9. Centre 3 way Bracket x 2                             | Pack No (FEP606) 1 of 1.   |
|     | 9a. Centre Wheel Bracket x 2                            | Pack No (FEP612) 1 of 1.   |
|     | 10. Left Hand Rear Wheel Bracket                        | Pack No (FEQ140) 1 of 1.   |
|     | 11. Right Hand Rear Wheel Bracket                       | Pack No (FEQ141) 1 of 1.   |

The following items are contained in fittings pack (FPK219)

- |  |           |
|--|-----------|
| 12. Centre Top Support Clamp x 2       | (PEP429)  |
| 13. Top End Support Clamp x 4          | (PEP434)  |
| 14. Centre Support 2 Way Clamp x 2     | (PEP428)  |
| 15. Top Swage Clamp x 6                | (PEP427)  |
| 16. M10 x 20mm Hex Bolt x 38           | (BOL341)  |
| 17. M10 x 70mm Hex Bolt x 16           | (BOL291)  |
| 18. M10 Nylock Nut x 24                | (BOL205)  |
| 19. Nut and Bolt Covers x 52           | (CAP950)  |
| 20. Net (not shown) (CRK-155/156 Only) | (CRK-152) |
| 21. U Peg Anchors                      | (PEG-021) |
| 22. Nord Lock Washer                   | (BOL714)  |

**IMPORTANT: PLEASE READ THE ASSEMBLY INSTRUCTIONS CAREFULLY BEFORE STARTING TO ASSEMBLE YOUR CRICKET CAGE.**

### View of Product



