

Ilminster Town Council Project Plan						
No	Priority	Date Raised	Subject	Action	Milestones	Sponsor
A - Cemetery						
1	13	20/10/09	Lower cemetery wall	<p>Long term plan to be developed for the maintenance of the lower wall</p> <p>Visual inspection of wall running north north west (adjacent to access lane of neighbouring property) and cost of repair work obtained 15.10.13. To be considered by the Open Spaces Committee on 5 November 2013</p> <p>Contractor has visited site and report will be made to April O.S Committee regarding costs and timetabling.</p> <p>Order has been issued for the work 02.05.14</p> <p>Contractor started work to boundary walls week commencing 05.05.14</p> <p>Contractor will be doing work gradually during 2014</p>	Open Spaces to be advised of relevant parts of covenant.	Goodall
2	7		Lower cemetery wall	<p>Reduction of pressure on cemetery lower wall.</p> <p>Nov 2012 - professional advice sought</p> <p>04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with the work based on the process obtained.</p> <p>03.09.13 Wall and railings dismantled, temporary fence in place.</p>	Agreement with neighbours.	Goodall
					Complete June 2015	

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15 - Recreation Areas							
3	10	7/6/11	Additional land for recreational space.	<p>Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13 03.09.13 Land adjacent to Britten's Field not available from SCC. Open Spaces Review Group meeting 3rd and 4th September to interview potential Landscape Architects/designers and formulate recommendation to go to Council on 10.09.13. 15.10.13. Landscape designer has been appointed, will discuss initial thoughts with Open Spaces review Group on 15.10.13. Public Consultation booked for 7 November at Swanmead school</p>	Discussion with SSDC to continue	December 2014	Goodall

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4	8	7/5/11	Hammerhead land	<p>to take place over late afternoon and early evening</p> <p>08.01.14 Principles for masterplan agreed by Council.</p> <p>Acquire the Hammerhead land with the intention of converting it into a park area.</p> <p>Reviewed in Nov 2012 – Councillors requested item remains on action plan</p> <p>03.12.13 Town Clerk to write a formal letter to Mr Charles Clark to assist Councillor Shepherd.</p> <p>Town Clerk sent letter 20/01/14</p>			Shepherd
5	15	13/10/09	New Management Plan for Heme Hill	<p>The last management plan for Heme Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.</p> <p>03.09.13 Work has started on a new document for Heme Hill to be two parts, a reference section about the various species to be written by the advisory group experts and management section which is being compiled by the Senior Open Spaces Warden and Deputy Clerk.</p> <p>First draft should be available November.</p> <p>Draft plan considered at O.S Committee 22.04.14</p> <p>Amendment to be made and Byelaws re-sent.</p>	<p>SWT to be contacted reference assistance in producing a management plan.</p> <p>Advisory Group met 12.03.13 and 04/03/14</p> <p>11.06.14 Committee Vice-chair, Deputy and Senior Open Spaces Warden met Forestry Commission rep who gave advice on tree maintenance and development of Management Plan.</p>	December 2014	Goodall
6	16	05/04/11 04/09/12	Bye Laws – omission to be rectified			Dec 2013	Miller

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				<p>Byelaws submitted to relevant Government Department for approval Nov 2012 –</p> <p>20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission</p> <p>Chased - Week commencing 11.03.13, and again 03/06/13 & 10/06/13.</p> <p>Assistance requested from MP David Laws – awaiting a response</p> <p>15.10.13. DCLG could not find original application so duplicate sent. Response received from DCLG 7.10.13 suggesting some amendments to wording</p> <p>The changes to the bye-laws have been sent to DCLG.</p> <p>Received an acknowledgement. Waiting for a reply.</p> <p>On Council agenda for adoption 25.02.14.</p> <p>Byelaws advertised 19.03.14</p> <p>Town Clerk written to DCLG to confirm Byelaws 29.04.14</p> <p>10.06.14 Confirmation chased with DCLG - ITC should receive a response within the next month</p> <p>To bring canal back to full working order.</p> <p>23.08.13 Chair of Open Spaces and Town Clerk met with SSDC Open Spaces Officer to discuss the possibility of obtaining S106</p>			
7	4	6/9/11	Canal Banks		Cllr Swann to advise on further steps if any	Review Oct 2014	Swann

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C - Vision							
8	3	07/10/08 Revisited 17/5/11	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and complete it in a form which can easily morph into a Neighbourhood Plan. 03.09.13 The Master Plan for the Recreation Ground and Britten's Field (scheduled for approval December 2013) will be a key part of strategic planning.	SSDC hosting information evenings on Neighbourhood Plans in November 2012 - Town Clerk attended 27.11.12	December 2014	Goodall
9	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	In abeyance until SSDC 2006 - 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 10	Austin
D - Office							
E- Personnel (Wardens and Office Staff)							
F- Highways/Pavements Paths							
10		08.04.14	Drain Clearance and Gullies	Liaison with Somerset County Council and local residents.			Shearman
G - Miscellaneous							
11	21	19/05/09	Adoption of Lower Meadow, Canal Way Development	District Councillor Carol Goodall provided an update on SSDC adoption policy at the Open Spaces Committee on 13.08.13 (Minute OS 44 refers)	No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Cttee has liaised with SSDC - who will not adopt until developer	

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						<p>has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work.</p> <p>At Council Meeting on 22.10.13 Cllr Goodall reported the developer has agreed to maintain grass and hedge rows twice a year.</p>	