



Castle Cary Town Council

The Market House

Market Place

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APPROVED MINUTES OF PROPERTIES & INFRASTRUCTURE MEETING
held on Monday 25th November 2019 at the Market House, Castle Cary

Present: Nick Weeks (Chair), Margaret Bebbington, Stephen Biddlecombe, Justin Birch, Hedge Burley, Nick Crowley, Bob Gilbey, Judi Morison, Pek Peppin and Penny Steiner

Clerk: Zöe Godden

The meeting started at 18:30

2019

PI28 Apologies for Absence

No apologies had been received.

PI29 Declarations of interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting

There were no declarations of interest.

PI30 To approve the minutes of the Properties and Infrastructure Committee meeting held on Monday 23rd September 2019 to be signed by the Chair.

RESOLVED: It was proposed and agreed to approve the minutes as presented. Eight votes for; one abstention. Pek Peppin abstained from voting as she had not been present at the previous meeting.

PI31 To review the action points from the last meeting

The action points were reviewed. Justin Birch updated Councillors on action PI190923/12. A resident had contacted the Town Council to ask for permission to access their back garden from the Fairfield. Justin had been in touch with the resident and would follow this up.

PI32 INFRASTRUCTURE

a) To consider a complaint about the cobbled pavement in Fore Street. (MB)

Margaret Bebbington explained that a wheelchair user had spoken with her and explained that the cobbled area opposite the garage in Fore Street caused difficulty for him and other wheelchair users. Nick Weeks agreed to take this matter up with County Highways.

Action PI191125/1: Nick Weeks

b) To note receipt of revised plans relating to the proposed small improvement scheme for the A371 and to decide if the Committee wishes to approve the new plans as presented. Judi Morison said that it was important that the new signs associated with the Small Improvement Scheme did not interfere with any existing signs.

RESOLVED: It was proposed and agreed that the Committee approved the revised plans as presented.

Action PI191125/2: Town Clerk

c) To note receipt of a complaint from a shopkeeper regarding the number of parking tickets they have received and to consider their request for the addition of a loading bay to the area near the Market House.

Councillors discussed this issue and it was **agreed** that Nick Weeks would speak with County Highways to request the removal of the loading restriction lines on the pavement near the Market House.

Action PI191125/3: Nick Weeks

PI33 PROPERTIES - Pavilion & Donald Pither Memorial Field

a) To note the basketball hoop and goal end has been received by Nick Weeks.

Noted.

PI34 Play Area

a) To receive a play area inspection report and agree any action to be taken.

The Clerk highlighted that the report recommended removal of the zip wire and metal swings. It was **agreed** that a replacement zip wire would be located at the Fairfield and the Clerk was instructed to obtain quotes for this and replacement swings for the play area.

Action PI191125/4: Town Clerk

Justin Birch agreed to discuss the location of a zip wire to Ansford Parish Council.

Action PI191125/5: Justin Birch

It was further agreed that Justin Birch and Nick Weeks would remove the swings from the play area and repair the path running along the back of the wall.

Action PI191125/6: Justin Birch and Nick Weeks

The Clerk was instructed to find out who had installed and was responsible for upkeep and maintenance of the defibrillator located on the outside wall of Catherines Close toilet.

Action PI191125/7: Town Clerk

b) To consider the installation of a security light to the Catherines Close public toilet as a result of instances of broken glass in the play area and the mis-use of the toilet itself.

Councillors did not wish to install a light.

PI35 Market House

a) To receive an update on works to the Market House.

Nick Weeks reported that windows had been reinstalled and that he would speak to FJ Reeves to ask them to repaint the side door of the Market House.

Action PI191125/8: Nick Weeks

b) To hear an update on progress with a tenancy or other agreement between the Town Council and the two other tenants of the Market House.

The Clerk had sent current lease documents to the solicitor and was waiting for a response.

- c) To agree a list of works required to the interior of Market House to be dealt with by the Market House task and finish group.

Nick Weeks listed some tasks that needed to be completed in the Market House: decorating the inside of the new windows, stairwell and side rooms of the second floor. It was **agreed** to set up a task and finish group but that the Clerk should first arrange for Councillors to look around the second floor to get an idea of the work required.

Action PI191125/9: Town Clerk

- d) To consider the installation of an exterior stairlift at the rear of the Market House.

Nick Weeks reported that he had obtained two quotes for the installation of an external stairlift. It had been found that it would not be possible to install a stairlift inside due to the different levels of the stairwell. An external stairlift could be installed on the outside fire escape, would be two-tier and would enable access to the upper floors for those with limited mobility, rather than for wheelchair users.

Councillors talked about the importance of ensuring that the fire escape was not obstructed and the possibility of installing an outside lift. Pek Peppin agreed to speak with the Methodist Church as they had recently installed such a lift.

Action 191125/10: Pek Peppin

PI36 Cemetery and Chapel

- a) To note that several graves need to be compressed and backfilled and that SLR are working on this.

Nick Weeks reported that he and the Clerk had met a contractor at the cemetery and discovered that there was a vole infestation. As voles are protected, they cannot be removed. Instead, the grounds maintenance contractors had been back-filling graves to make them safe.

PI37 Fairfield

- a) To consider a request from a resident, whose property backs onto the Fairfield, for permission to access their back garden to fell a tree and remove the waste.

This item was dealt with at agenda item PI31.

PI38 Toilets – Catherines Close

- a) To note that the emergency door-release switch has been repaired.

Noted.

PI39 Toilets - Millbrook

- a) To hear an update on communication with the contractor chosen to replace equipment in Millbrook toilet and agree any action to be taken.

The Clerk reported that, since publication of the agenda, she had had an email from the chosen contractor to say that he would be in touch soon regarding the order of the new equipment for the toilet.

- b) To receive a valuation on possible rental income and consider how to proceed with the change of use works to the toilets.

Nick Weeks said that he would get the valuation information within the next two weeks.

PI40 Reports from

a) Councillors

Nick Crowley said that more bicycle parking places were needed. There was one bicycle bar outside the Market House and some further bars behind the bus stop in Fore Street. It was **agreed** that Nick Weeks would have some signs made to show where the current bicycle parking spaces were.

Action PI191125/11: Nick Weeks

Councillors agreed to make a note of any more bicycle parking in the town and to report back to the next meeting.

Action PI191125/12: All Councillors

b) Maintenance - Caretakers report

A caretaker's report was not available.

PI41 Finance

- a) To consider extending the grounds maintenance contract with SLR for one year, in line with the current agreement and subject to a satisfactory review meeting.

Justin Birch summarised a meeting that had been held with SLR. The only issue had been some instances of poor communication but SLR had agreed to address this.

RESOLVED: It was proposed and unanimously agreed to extend the contract with SLR for one year.

Action PI191125/13: Town Clerk

- b) To consider a draft Properties and Infrastructure budget for 2020/21 and agree any amendments required.

Councillors reviewed the proposed budget and agreed that no amendments were required.

- c) To consider priorities for the allocation of current and future S106 monies.

It was noted that the project to renew the Pavilion had already been identified as the main use of S106 funding for Changing Rooms. The following additional ideas were suggested: Outside table tennis, provision or refurbishment of a youth building, provision of a youth shelter.

It was **agreed** that Hedge Burley would consult with young people and find out their preferred location for a youth shelter.

Action PI191125/14: Hedge Burley

Date of Next Meeting – Monday 27th January 2020. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 16th January.

The meeting ended at 20:02.

Approved as a correct record.....N Weeks 27th January 2020