



APPROVED MINUTES OF PROPERTIES & INFRASTRUCTURE MEETING
held on Monday 23rd September 2019

Present: Nick Weeks (Chair), Justin Birch, Hedge Burley, Nick Crowley, Bob Gilbey, Judi Morison and Penny Steiner

Clerk: Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 18:30

2019

PI15 Apologies for Absence

Apologies had been received from Philippa Biddlecombe, Stephen Biddlecombe, Pek Peppin, Sally Snook and Rob Worth.

PI16 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.

PI17 To approve the minutes of the Properties and Infrastructure Committee meeting held on Monday 22nd July 2019 to be signed by the Chair.

RESOLVED: It was proposed and agreed to approve the minutes as presented.

PI18 To review the action points from the last meeting

There was a brief review of the action points.

PI19 INFRASTRUCTURE

- a) To note receipt of a traffic regulation order restricting parking in Chapel Close, Castle Cary.

Noted.

- b) To consider a response to a proposal from Somerset County Council to replace small pavements outside All Saints Church with larger, concrete slabs.

RESOLVED: It was proposed and agreed that the Committee approved the replacement of the small pavements with the larger paving slabs; the Clerk was instructed to contact County Highways to ask them to ensure that the pavements were replaced along the length of the road between The Old Rectory and the main vehicle entrance to the Church.

Action PI190923/1: Town Clerk

- c) To note a complaint from a resident about difficulty accessing the disabled parking bay at the rear of the Market House and to consider any action to be taken.

It was **agreed** that the Clerk should contact County Highways to ask them to make a site visit to discuss an alternative location for the disabled parking bay. This could be the last parking space on the left-hand side. In addition, the current disabled bay could be made into two regular parking spaces.

Action PI190923/2: Town Clerk

PI20 PROPERTIES - Pavilion & Donald Pither Memorial Field

- a) To note that another meeting with the sports clubs has been arranged to discuss additional plans for a new Pavilion, incorporating the existing building.

It was noted that a meeting to share the new plans with the sports clubs had been arranged for 6.30pm on 8th October at the Pavilion.

- b) To consider quotes for the supply and installation of a basketball hoop.

RESOLVED: It was proposed and agreed to select the price for supply only from Proludic and that the supply of the basketball hoop would be funded with £1000 from Youth Matters, with the balance being met by the Play Area line in earmarked reserves.

Action PI190923/3: Town Clerk

It was further agreed that Justin Birch, Bob Gilbey and Nick Weeks would install this.

Action 190923/4: Justin Birch, Bob Gilbey and Nick Weeks

- c) To note that a meeting of the Donald Pither Trust will take place on Monday 21st October, to include the AGM.

Noted. The meeting would take place at 6.30pm and the Clerk was instructed to ensure that the cricket and football clubs were invited as usual.

Action PI190923/5: Town Clerk

PI21 Play Area

- a) To hear a report on the condition of play equipment at Catherines Close play area and agree any action to be taken.

The Clerk summarised her report and was instructed to obtain three quotes, starting with GB Sports and Leisure.

Action PI190923/6: Town Clerk

The Clerk further reported that there had been several instances of broken glass found at the play area in recent weeks. These had been reported to the Police who had said they would patrol the area.

- b) To consider three quotes for play area inspections at Catherines Close and the Fairfield.

RESOLVED: It was proposed and agreed to accept the quote from GB Sports and Leisure.

Action PI190923/7: Town Clerk

PI22 Market House

- a) To note that scaffolding will be erected on the Pitchings from 30th September for between six and seven weeks, to enable maintenance to the Market House.

Nick Weeks reported that the date for the erection of the scaffolding had been changed to 7th October. The Clerk was instructed to write to the Museum and Dance Studio to inform them of this change.

Action PI190923/8: Town Clerk

The Clerk was instructed to contact Stonecroft to ask for a price for the repair of the additional window in the Dance Studio.

Action PI190923/9: Town Clerk

- 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 reported that she had sent all tenancy agreements to the solicitor who would get back to her as soon as she had considered the options available to the Town Council.

PI23 Cemetery and Chapel

- a) To consider waiving all fees for burials when the deceased is under 18 years old.

RESOLVED: It was proposed and agreed to waive all burial fees for when the deceased is under 18 years old.

Action PI190923/10: Town Clerk

- b) To note the receipt of a quote for maintenance work to the chapel and agree any action to be taken.

It was **agreed** that the Clerk should seek to obtain three quotes for this work, based on the quote received from Reeves.

Action PI190923/11: Town Clerk

PI24 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.

It was agreed to pass this information to Justin Birch who would take the matter up with Ansford Parish Council, as responsibility for access to the Fairfield fell to Ansford.

Action PI190923/12: Justin Birch

PI25 Toilets – Catherines Close

- a) To note that an inventory is in the process of being drawn up to record the items stored in Catherines Close toilet.

Noted. Judi Morison agreed to speak to Sexeys' School to ask if they would be interested in taking the name boards that were currently being kept in the store by the Museum.

Action PI190923/13: Judi Morison

- b) To note information on the removal of business rates on public toilets from April 2020.
- Noted.**

PI26 Toilets - Millbrook

- a) To note that, despite three phone calls and an email, the contractor selected to replace the equipment in the toilet has not got in touch with the Clerk to take the work forward; to agree any action to be taken.

Nick Crowley agreed to speak with the contractor concerned and ask him to contact the Clerk.

Action PI190923/14: Nick Crowley

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

The valuation had yet to be provided.

c) To consider a request from Scope to site a textile recycling bank in Millbrook Car Park. Councillors felt that, as there was already a textile bank in Millbrook car park, it might be more appropriate to site an additional textile bank in Catherines Close car park. The Clerk was instructed to look into this.

Action PI190923/15: Town Clerk

PI27 Reports from

a) Councillors

Nick Weeks reported that residents had been fined for using the Milbrook car park. The Clerk requested that anyone who had been fined brought any paperwork to her at the Market House so that she could look into this. No fines should be imposed at this car park at all.

Judi Morison reported that she would be attending the Somerset Association of Local Councils AGM and it was **agreed** that should could give a case study detailing the Town Council's work towards the provision of free parking in the town and how this assisted High Street businesses.

- b) Clerk** – To note that budget setting will be on the next agenda and to ask that Councillors consider any changes they would like to propose.

Noted.

- c) Maintenance** - Caretakers report

Noted.

Date of Next Meeting – Monday 25th November 2019. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 15th November.

The meeting ended at 19:18

Approved as a correct record.....N Weeks 25th November 2019