



APPROVED MINUTES OF PROPERTIES & INFRASTRUCTURE MEETING
held on Monday 27th January 2020 at the Market House, Castle Cary

Present: Nick Weeks (Chair), Margaret Bebbington, Philippa Biddlecombe, Justin Birch (from 19:04), Bob Gilbey, Judi Morison, Pek Peppin, Penny Steiner and Rob Worth.

Clerk: Zöe Godden

There was one member of the public present at the start of the meeting.

The meeting started at 19:00

2020

PI42 Apologies for Absence

Apologies had been received from Stephen Biddlecombe and Sally Snook.

PI43 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
No declarations of interest were made at this point in the meeting.

PI44 To approve the minutes of the Properties and Infrastructure Committee meeting held on Monday 25th November 2019 to be signed by the Chair.

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

PI45 To review the action points from the last meeting

Most action points had been completed and some were ongoing.

There was some discussion about the possible location for a new youth shelter. Penny Steiner said that she and the Clerk had visited the Fairfield and identified a location that might be suitable. Judi Morison suggested contacting SSDC for advice. Nick Weeks suggested that a second shelter could be located at the Donald Pither Memorial Field, opposite the oak tree inside the gate. Penny said that she and the Clerk would carry on researching this matter.

Action PI200127/1: Penny Steiner & Town Clerk

PI46 INFRASTRUCTURE

- a) To hear any feedback on the location of bicycle parking spaces in the town and any required signage; to agree any action to be taken.

Nick Crowley said that there were two main groups of cyclists: visiting groups taking weekend rides and people cycling to the high street to shop. Nick felt cyclists would prefer any cycle parking to be located in the town centre for ease of access to facilities. Nick suggested that new cycle parking could be provided at the front of the Market House near the bench and behind the Market House, to take the place of the disabled car parking bay that was due to be relocated.

Nick Weeks said that he had ordered some signs to be used to direct people to the current cycle parking near the bus stop in Fore Street.

It was **agreed** that Nick Crowley and Nick Weeks would visit the proposed locations for new cycle parking to determine their suitability.

Action 200127/2: Nick Weeks & Nick Crowley

- b) To consider a request from a resident for the installation of a handrail at the end of the path leading from Florida Fields to Greenway Road.

Judi Morison said that lighting would be beneficial in this area. It was **agreed** that Bob Gilbey and Nick Weeks would visit the site to assess what might be required and would report back to the next Properties and Infrastructure Committee meeting.

Action 200127/3: Bob Gilbey and Nick Weeks

- c) To hear an update on changes to loading bays, kerb lining and disabled bays.

It was noted that the upcoming relocation of the loading bay in Fore Street was taking place following an inspection by County Highways. Although the Town Council had been informed, there was no opportunity to be involved in the decision as this was taken by County Highways representatives based on road marking regulations.

Nick Weeks explained that the kerb markings for loading restrictions would not be removed. This was a decision taken by County Highways because, without the kerb lining, disabled drivers would be able to park for up to three hours and this would not be in line with road traffic regulations.

- d) To consider nominating someone to act as the Parish Paths Liaison Officer on behalf of Somerset County Council.

The Clerk was instructed to make contact with the Rambling Group to see if they would be prepared to take on the work of the PPLO role. It was **agreed** that the Rambling Group would need to nominate one person to be the main point of contact for reporting back to the Town Council and County Council.

Action 200127/4: Town Clerk

PI47 PROPERTIES - Pavilion & Donald Pither Memorial Field

- a) To hear feedback from a recent meeting to discuss the provision of a new Pavilion and agree any action to be taken.

Nick Weeks reported that the meeting with the Sports Clubs had been successful. The proposed plans had been discussed and all parties agreed that they were in favour of progressing to the costings stage. The Sports Clubs agreed to undertake fundraising activities and it was **agreed** that the Town Council would be able to assist with this if required.

Penny Steiner suggested that the organisation known as 4George could be approached for advice on applying for grants to fund the building of the new Pavilion. The Clerk was instructed to contact 4George to discuss a way forward.

Action 200127/5: Town Clerk

- b) To consider a request from the Football Club to install a dishwasher into the Pavilion at their own cost, requiring the addition of a socket for power to be installed at the Town Council's cost; to further consider installing an additional double socket in the kitchen to avoid overloading the current sockets.

It was **agreed in principle** that the Committee had no objection to the installation of a dishwasher at the Pavilion and the associated power socket. However, the Clerk was instructed to speak to the Football Club to find out if any of its members were qualified electricians who might be able to install the new power socket.

Action 200127/6: Town Clerk

PI48 Play Area

- a) To note that the Clerk is in the process of obtaining quotes for replacement zip wire and swings and these should be available at the next P&I meeting.

Noted.

PI49 Market House

- a) To receive an update on works to the Market House, including receipt of a report on works completed by Stonecroft (windows).

Nick Weeks reported that works to the windows had nearly been completed. All that remained was the reinstallation of the repaired window in the Dance Studio. However, since the agreed works had finished, it had been discovered that two further windows required attention. These were in the agriculture room of the museum and above the clock mechanism in the loft space above the projection room on the second floor.

Work to the exterior of the Market House had nearly been completed. Downpipes needed to be attached into the ground and a section of guttering to the rear of the Shambles needed to be repaired or replaced. This work would be finished by the end of the week.

Nick went on to say that he had been looking at improving the access to the clock tower and would report back to a future meeting with more details of how this might be achieved. In addition, the person who had been maintaining the clock on behalf of the Town Council would no longer be able to continue this work. The Town Council would need to look for a replacement. Finally, Nick reported that the plaster on the inside of the loft space was in poor condition and had fallen off in several places. Bob Gilbey said he would inspect the loft and report back to a future meeting.

Action 200127/7: Bob Gilbey

- b) To note that the Land Registry has completed registration of the Market House and that the Town Council is now the legal owner

Noted.

- c) 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, despite chasing the solicitor, she had not had any response this year. Judi Morison agreed to contact the solicitor directly.

Action 200127/8: Judi Morison

Nick Weeks asked if it was still intended to have a community celebration to mark the Town Council's acquisition of the Market House. The Clerk was instructed to refer this matter to the Marketing and Communications Committee. Pek Peppin noted that a lecture was soon to be given on the history of the Market House and the market and suggested that any celebration could be linked with this.

Action 200127/9: Town Clerk

- d) To agree a schedule for the work of the task and finish group for the agreed tasks (decorating the stairwell, decorating the inside of new windows and decorating the side rooms on the second floor); to agree any additional tasks to add to the list.

It was **agreed** that Nick Weeks would provide the Clerk with a list of the works required so that quotes could be sought.

Action 200127/10: Nick Weeks and Town Clerk

It was **agreed** that the inside of the new windows in the museum would be painted off-white.

- e) To consider installing a new loft hatch for access to the clock tower.

This matter was dealt with at item PI49 a) above.

- f) To consider quotes for the installation of an exterior stairlift at the rear of the Market House.

Several matters were raised in relation to the proposed installation of stairlifts, including the need for planning permission, the idea of putting together a business case to justify the need, future uses for the second floor and how to fund the supply and installation. Nick Weeks said that the Town Council had a duty to ensure that those with limited mobility could access the upper floors of the Market House and that the supply and installation could be funded from the Market House earmarked reserves.

RESOLVED: It was proposed and agreed to approve the installation of a stairlift(s) in principle. Seven votes in favour, two abstentions.

RESOLVED: It was proposed and agreed to accept the quote from Sutton Stairlifts of £4618, on the proviso that Sutton could provide more details to ensure that the specification was comparable with the other two quotes received. Eight votes in favour; one abstention.

Action 200127/11: Town Clerk

g) To consider how to deal with excessive pigeon droppings at the front of the Market House. Nick Weeks would provide the Clerk with the contact details of the pest control company that installed pigeon netting previously, so she could ask their advice.

Action 200127/12: Nick Weeks and Town Clerk

h) To consider installing storage shelves in the Shambles cupboard. It was **agreed** that storage shelves could be installed and it was suggested that Stephen Biddlecombe would be able to carry out this task.

Action 200127/13: Stephen Biddlecombe.

PI50 Cemetery and Chapel

- a)** To consider revised fees for the cemetery, in line with Church of England increases.

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

- b)** To consider allowing the Friends of the Cemetery Chapel to plant a strip of wildflowers in front of the toilet building.

The Friends of the Cemetery Chapel wanted to plant wildflowers in the long strip of grass on the southern boundary of the cemetery.

Councillors discussed the matter and **agreed** that, instead of planting wildflowers along the southern boundary, the area just to the north should be left unmown as it was thought that wildflowers that used to grow there might reappear. The area would need to be cut in March and then left so any wildflowers could re-establish themselves. The Clerk was instructed to liaise with the grounds maintenance contractors and Friends of the Cemetery Chapel accordingly.

Action 200127/14: Town Clerk

PI51 Fairfield

- a)** To note that work to extend the zig zag path will take place in May 2020.

Noted.

PI52 Toilets – Catherines Close

- a)** To note that the toilet was vandalised on 28th December 2019 and that, although CCTV footage was retrieved, the suspects have not yet been identified; also to note that the magnetic door lock is not functioning and has been replaced with a mortice lock in the short term while quotes for a replacement are obtained.

Judi Morison agreed to view the footage to see if she could identify any of the suspects.

Action 200127/15: Judi Morison

The Clerk was instructed to make a note of the costs incurred in dealing with this incident.

Action 200127/16: Town Clerk

- b)** To note that quotes for a replacement CCTV system are being sought.

Noted.

PI53 Toilets - Millbrook

- a)** To note that work to replace equipment in Millbrook toilet will take place on 6th February.

Noted.

The Clerk was instructed to ask the Caretaker to paint the walls of the toilet after the works had been completed.

Action 200127/17: Town Clerk

PI54 Reports from

- a) Councillors**

None.

- b) Clerk –** To note the actions proper to the P&I Committee contained in the Draft Environmental Actions Checklist.

Noted.

Date of Next Meeting – Monday 23rd March 2020. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 12th March.

The meeting ended at 20:25

Approved as a correct record.....N Weeks 23rd March 2020