



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

DUE TO THE CORONAVIRUS CRISIS, THIS MEETING WAS HELD USING ZOOM.

Present: Nick Weeks (Chair), Philippa Biddlecombe, Stephen Biddlecombe, Bob Gilbey, Judi Morison, Pek Peppin, Penny Steiner and Rob Worth

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

Clerk: Zöe Godden

The meeting started at 19:06

2020

PI01 Apologies for Absence

Apologies had been received from Margaret Bebbington, Julian de Bosdari. Nick Crowley, Kenneth Gray and Sally Snook.

PI02 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.

PI03 To note the decisions taken on 23rd March in relation to the Properties and Infrastructure Committee meeting that was attended by the Chair of the Committee and the Chair and Vice-Chair of the Full Council, in line with the Business Continuity motions passed on 21st March 2020.

Noted.

PI04 To review the action points from the last meeting

All relevant action points had been completed.

PI05 INFRASTRUCTURE

- a) To note difficulties experienced by a resident of Castle Cary who would like a disabled parking bay painted onto the road outside her house; to agree any action to be taken

Councillors discussed the issue. It was concluded that the Town Council did not have the power or responsibility to provide disabled parking spaces. It was noted that unrestricted parking was available at the front of the property and to the rear. It was further suggested that parking was available in The Park. No further action to be taken.

- b) To note that the Secretary of State for Transport is minded to refuse the application for duelling the A303 between Sparkford and Ilchester, meaning that the deadline for a decision has been extended to 20th November 2020.

Noted.

- c) To note SSDC's initial plan for the installation of electric vehicle charging points in Millbrook car park and to agree any action to be taken.

Noted.

PI06 PROPERTIES – General

a) To note that the Clerk has had all buildings tested for legionella and is awaiting the results.
Noted.

b) To note receipt of a draft Wildflower Project Plan and to agree any comments to make. Councillors **agreed** that they were supportive of the Wildflower Project Plan in general. It was felt that the grounds maintenance contractors should be involved and Nick Weeks said that they should be provided with a map, showing the areas that do and do not need to be cut at different times of the year. Judi Morison noted that the grounds maintenance contractors had been co-operative in dealing with the wildflower areas at the Fairfield and the Cemetery.

RESOLVED: It was proposed and unanimously agreed that the Committee was supportive of the Wildflower project and that a meeting should be arranged with Laura Tilling to discuss how to proceed.

Action 200727/1: Town Clerk

c) To consider an offer of up to 1000 free oak saplings from SSDC. Penny Steiner noted that the Council had already received 50 saplings from SSDC, which were currently being looked after by Bob Gilbey, and felt that these should be planted first before obtaining any additional trees. It was **agreed** that the availability of the oak saplings should be advertised in the next edition of the newsletter and offered to any private landowners who might want to plant them on their own land. It was thought that Carymoor Environmental Centre might be able to make use of the oak saplings and it was **agreed** that they should be made aware of their availability.

Action 200727/2: Town Clerk

Pek Peppin said she would advertise the oak saplings on Cary Crier.

Action 200727/3: Pek Peppin

d) MTIG Working Group – To consider the proposed list of projects that could be part funded by SSDC's Market Town Investment Group, including a 20mph speed limit in the town centre and to agree how to proceed.

It was **agreed** that the working group would meet on Monday 10th August at 6.30pm in Pek Peppin's yard.

Action 200727/4: MTIG Funding working group

PI07 PROPERTIES - Pavilion & Donald Pither Memorial Field

a) To note that the Football and Cricket Clubs have queried the electricity charges for the Pavilion for 2018-19 and 2019-21 and to agree how to proceed.

The Clerk was instructed to request the installation of a smart meter at the Pavilion.

Action 200727/5: Town Clerk

RESOLVED: It was proposed and unanimously agreed that £500 of the Pavilion electricity bill could be offset by the refund of £500 credit from the account and that a further £500 could be taken from the SSDC Business Continuity Grant.

Action 200727/6: Town Clerk

b) To note that, at the request of the Football Club, the Clerk has contacted SSDC to find out if planning permission would be needed for the installation of a larger dug-out and a new handrail to run along the eastern boundary of the Donald Pither field.

Noted.

c) To note that the Football and Cricket Clubs have put CV-19 measures in place to allow the re-opening of the Pavilion and that the Clerk has received a copy of their risk assessment.

Noted.

PI08 Play Area

a) To note that the Clerk is in the process of arranging the installation of the new zip wire and swings.

Noted. Judi Morison reminded the Clerk that she should apply for S106 funding for these items.

PI09 Market House

- a) To note that the Clerk has agreed with the lift maintenance contractor to delay commencement of the contract until the Market House is due to re-open, so that the Town Council is not paying for this while the lift is not in use.

Noted.

Pek Peppin informed the Committee that a meeting was due to be held between the Museum and the Town Council to discuss aspects of the Museum lease. One of the issues that would need to be agreed was the transfer of the second-floor storage room from the Museum to the Town Council. It was felt that this would need to result in the removal of the staircase from the first floor to provide more storage space for the Museum.

Nick Weeks said that he was keen to progress with decorating in the stairwell of the Market House, as it would be easier to complete this work while the Market House was out of regular use. Nick clarified that the white paint in the stairwell would be replaced with magnolia and the green would be replaced with Market House blue. At a previous meeting, it had been agreed that a test of the Market House blue would be needed to make sure that the colour was not so dark as to detract from certain detailing, in particular to the Newel post on the second floor. The Clerk was instructed to ask the Caretaker to obtain the correct blue paint and to apply this to a test area. Once this had been completed, the Clerk would inform the Committee, who would look at the test area and agree by email if the colour was acceptable.

Action 200727/7: Town Clerk

PI10 Cemetery and Chapel

- a) To note that CV-19 risk assessments have been prepared to deal with the re-opening of the chapel and eco-toilet and to manage events in the chapel; to agree any amendments required.

Noted.

- b) To consider purchasing an additional hand sanitiser dispenser to be located on the outside of the eco-toilet at a cost of £7.99.

RESOLVED: It was proposed and unanimously agreed that the Clerk could purchase the additional hand sanitising dispenser.

Action 200727/8: Town Clerk

- c) To review the Cemetery Regulations and to consider updating the section dealing with memorial benches.

RESOLVED: It was proposed and unanimously agreed to approve the change to the bench clause in the Cemetery Regulations and that the remainder of the document would remain unchanged.

Action 200727/9: Town Clerk

- d) To note that, with the permission of the Chair of the Committee and the Chair of the Council, the Clerk has given permission for the installation of a memorial bench at the cemetery.

Noted.

PI11 Fairfield

- a) To consider draft terms of reference for the Fairfield Advisory Group, a draft phase two Project Plan and a draft Community Consultation questionnaire.

Penny Steiner explained that there were no terms of reference in place for the Friends of Fairfield group, so it had been decided by that group to set up two separate groups. One group would be made up of volunteers who carried out practical work on the Fairfield. The other group would interact directly with the Town Council via the Properties and Infrastructure Committee, although its members would also be involved in practical work if they wished. Councillors reviewed the terms of reference document. The Clerk was instructed to change all initials for the group to the full name of Fairfield Advisory Group and to remove the last paragraph in section 8.

RESOLVED: It was proposed and unanimously agreed to approve the terms of reference document, subject to the amendments detailed above.

Action 200727/10: Town Clerk

Penny Steiner explained that the Town Council had previously agreed to the principle of installing a youth shelter and another item of play equipment on the Fairfield. Penny said that the community consultation questionnaire would be an A5 insert to be distributed with the next edition of the newsletter. There was some discussion about the need for a public consultation. Judi Morison said that she thought the Fairfield was the wrong location for a youth shelter because it was too isolated and could lead to anti-social behaviour and safeguarding issues.

RESOLVED: It was proposed and agreed to approve the project plan and questionnaire as presented. Seven votes for; One abstention.

PI12 Toilets – Catherines Close

- a) To note that the new CCTV system has been installed.

Noted.

- b) To note that the toilet will be re-opened on receipt of a satisfactory legionella test result.

Noted.

PI13 Toilets - Millbrook

- a) To consider quotes for work to the interior of the toilet block.

Nick Weeks explained that the quote from Atkins was higher because it included window work, which was not included in the other quotes.

Councillors reviewed the quotes presented.

RESOLVED: It was proposed and unanimously agreed to accept the quote from Mainstone for electrical work and from Dave Hoddinott for building work.

Action 200727/11: Town Clerk

- b) To consider how to advertise the space

Nick Weeks explained that the space was approximately 4m x 3.5m. A kitchen sink unit, toilet cubicle, hot water heater, lights and power sockets would be installed. The space would work well as an office or workshop and was served by free parking at Millbrook car park.

Councillors discussed possible uses for the space and **agreed** that preference should be given to community enterprises, start-ups and organisations employing an apprentice(s). It was **agreed** that Judi Morison would write the wording for a suitable advertisement.

Action 200727/12: Judi Morison

PI14 Horespond

To consider a request from the Horsepond Group to install two pumps and a fountain and the associated electricity supply. The Horsepond Group are also asking the Town Council to make a financial contribution to the cost of the electricity supply installation and the ongoing cost of the electricity.

Councillors discussed the matter at length. It was felt that the proposed fountain was too large and would not be appropriate because the Horsepond was in the conservation area. Councillors noted that the Horsepond Group wanted to install pumps to help keep the Horsepond clear of weeds. Nick Weeks noted that the Town Council had not budgeted for installation of pumps or for the electricity needed to power them. Nick suggested that solar pumps would be more suitable and in-line with the Town Council's Environmental Policy.

RESOLVED: It was proposed and unanimously agreed that the Committee did not give permission for the installation of the fountain and would prefer the Horsepond Group to consider installing solar pumps. The Clerk was instructed to communicate this to the Horsepond Group and ask them to get back to her when the idea of solar pumps had been considered.

Action 200727/13: Town Clerk

PI15 Reports from

- a) **Councillors**

Stephen Biddlecombe reported that Paddock Drain was overgrown with weeds and that he would be happy to clear these but he would need somewhere to dispose of the weeds when they had been

removed. Nick Weeks said that the weeds could be put at the cemetery bins and offered the use of a large trailer if needed.

The Clerk was instructed to measure the windows at Millbrook toilet and forward these to Rob Worth.
Action 200727/14: Town Clerk

The meeting ended at 21:19.

Date of Next Meeting – Tuesday 28th September 2020. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 10th September.

Approved as a correct record..... 29th September 2020