



**Castle Cary Town Council**

The Market House

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**DRAFT MINUTES OF CASTLE CARY TOWN COUNCIL PROPERTIES AND INFRASTRUCTURE COMMITTEE MEETING**

**held on Monday 22<sup>nd</sup> July 2019 at 6.30pm in The Market House**

**Present:** Nick Weeks (Chair), Margaret Bebbington, Philippa Biddlecombe, Justin Birch, Hedge Burley, Nick Crowley, Bob Gibley and Judi Morison.

**Clerk:** Zöe Godden

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

**The meeting started at 18:30**

**2019**

**PI01 Apologies for Absence**

Apologies had been received from Stephen Biddlecombe, Sally Snook, Penny Steiner and Rob Worth.

**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.

**18:30 – The Chairman allowed a public open session**

A member of the public raised concerns regarding parking in Chapel Close and asks Councillors to support a request for the application of double yellow lines. Nick Weeks said he would add this matter to the list of issues to be raised with County Highways.

**18:34 – The Chairman brought the public open session to a close; Margaret Bebbington and one member of the public left the meeting.**

**PI03 To approve the minutes of the Properties and Infrastructure Committee meeting held on Monday 25<sup>th</sup> March 2019 to be signed by the Chair.**

**RESOLVED:** It was proposed by Judi Morison, seconded by Hedge Burley and unanimously agreed to approve the minutes as presented.

**PI04 Previous meeting follow up items not on the agenda**

No items were raised.

**PI05 INFRASTRUCTURE**

**a)** To note new road markings in the Town Centre and agree any action to be taken. Councillors noted the new road markings. No action was required.

**b)** To note that the contract and Land Registry documents in relation to the Two Swans footpath have been returned to the solicitor.

The Clerk reported that she had been in contact with the solicitor and that the transfer would be completed soon.

- c) To note receipt of an email from SCC's Parking Services Manager regarding parking spaces behind the Market House and agree how to respond.

It was **agreed** that the Town Council did not wish to reduce the number of parking spaces.

**Action PI190722/1: Town Clerk**

The Clerk was instructed to retrieve the gateway sign from County Highways.

**Action PI190722/2: Town Clerk**

#### **PI06 PROPERTIES - Pavilion & Donald Pither Memorial Field**

- a) To hear a report on a meeting with the Cricket and Football Clubs in relation to the proposed plans for a new Pavilion.

Nick Weeks reported that the two options presented by the architect were for new buildings. One close to the current Pavilion and the other close to Catherines Close toilets. A plan to reuse and extend the current building had not been received. It had been agreed at the meeting with the sports clubs that the Town Council would request a plan for reuse of the current building, which would be shared with the sports club in due course.

- b) To review the Pavilion booking system following a double booking with the Youth Club and agree any action to be taken.

The Clerk was instructed to contact both cricket and football clubs to ask for their fixture lists and training days and to ensure these dates were added to the booking diary held at the Information Office.

**Action PI190722/3: Town Clerk**

- c) To hear an update on the installation of the basketball hoop and agree any action to be taken.

**RESOLVED:** It was proposed and agreed to install the basketball hoop and astroturf at the bottom of the cricket nets as soon as possible.

**Action PI190722/4: Justin Birch, Bob Gibley & Nick Weeks**

The Clerk was instructed to order the basketball hoop.

**Action PI190722/5: Town Clerk**

- d) To note that the vehicle track at the Pavilion requires some repairs and to agree how to proceed.

**RESOLVED:** It was proposed and agreed that Nick Weeks would source some road planings and enlist help from users of the Pavilion to repair the track. This work would be funded from the Inspection/Maintenance budget line of the Donald Pither Trust.

- e) To hear information regarding utility bills at the Pavilion and agree any action to be taken.

The Clerk reported that an electricity bill for the Pavilion had been received. The bill was inaccurate as it had been based on estimated start and end readings. The Clerk was in the process of sorting this out with the energy provider and would provide an update in due course.

#### **PI07 Play Area**

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

The report was not ready but would be provided in time for the next Properties and Infrastructure meeting.

**Action PI190722/6: Town Clerk**

#### **PI08 Market House**

- a) To consider quotes for repair and maintenance work to the Market House and agree which contractor to choose.

Nick Weeks summarised the quotes received from FJ Reeves and Son, which amounted to £12,504.50 and covered the erection of scaffolding and debris netting, replacement of cast iron guttering and downpipes, repairs to the roof, localised repointing, repairs to timber barge boards, relocation of a sign and decoration to high level timber work. Nick pointed out that these works were detailed in the Condition Report carried out in 2014 and needed to be completed as a matter of urgency. Nick went on

to say that the scaffolding could be used by two other contractors who would need to be able to work at height for works to windows

Due to the urgent nature of the works and the fact that F J Reeves and Son were familiar with the Market House, Nick Weeks proposed that the Town Council should suspend Financial Regulations in order to allow this quote to be accepted without the acquisition of any additional quotes.

**RESOLVED:** It was proposed and agreed that the Town Council would suspend Financial Regulations, in order to allow this urgent work to go ahead without delay. The Clerk was instructed to contact F J Reeves and Son to arrange for the scaffolding to be erected after the wedding booked for 21<sup>st</sup> September.

**Action PI190722/7: Town Clerk**

The Clerk asked Councillors to note that suspension of Financial Regulations and Standing Orders should only take place in exceptional circumstances.

- b) To consider timings for the erection of scaffolding in relation to the above work, taking note of the dates of two weddings taking place in the Market House in August and September.

As above, the scaffolding would be erected after the wedding on 21<sup>st</sup> September.

- c) To hear an update on arrangements with the new tenants, including the availability of keys and arrangements for utilities.

The Clerk reported that she would write to the two tenants to arrange an initial meeting and that she had arranged to obtain a full set of keys from the Museum already.

**Action PI190722/8: Town Clerk**

- d) To review any tenancy agreements that need to be renewed and agree how to proceed.

Any updates to tenancy agreements would be discussed with the tenants at the meetings mentioned above.

#### **PI09 Cemetery and Chapel**

- a) To hear an update on the electricity supply at the Chapel including the possible need for a new inverter and to agree any action to be taken.

Nick Weeks reported that the system was working again and thanked Justin Birch for his assistance.

- b) To note that one tree at the cemetery may need attention and to agree how to proceed.

Nick Weeks reported that there were some low hanging branches and one tree needed to be felled. Nick said that he and Bob Gilbey would carry out this work in due course.

**Action PI190722/9: Bob Gilbey and Nick Weeks**

- c) To note that remedial work is required to the paths at the cemetery, to discuss the use of a tar pot and to agree any action to be taken.

Councillors discussed how they might obtain a tar pot to use for the remedial works required for the paths. Nick Weeks said he would check hire prices with Yeovil Plant Hire. Justin Birch, Bob Gilbey and Nick Weeks agreed to complete the work.

**Action PI190722/10: Justin Birch, Bob Gilbey and Nick Weeks**

#### **PI10 Fairfield**

- a) To consider works required for the footpath from Fairfield to Station Road and agree how to proceed.

Justin Birch reported that, in order to complete the section of footpath, some obstructions would need to be removed. Justin agreed to contact the contractor who had constructed the other paths at the Fairfield to ask for a quote for removing these obstacles and constructing the new section of path.

**Action PI190722/11: Justin Birch**

In addition, Justin said that he, Bob Gilbey and Nick Weeks would move the existing railings and gate.  
**Action 190722/12: Justin Birch, Bob Gilbey and Nick Weeks**

- b) To consider the need for safety rails on the zig zag section of the Fairfield footpath and agree how to proceed.

It was **agreed** that safety railings were needed. Nick Weeks said that he had some suitable railings that he would donate to the Friends of the Fairfield group, free of charge.

**Action PI190722/13: Nick Weeks**

#### **PI11 Toilets – Catherines Close**

- a) To consider how to deal with the space at Catherines Close toilets recently vacated by the Museum and agree any action to be taken.

It was noted that the storage area had been tidied. The Clerk was instructed to find out if the Town Council was still paying Business Rates on the storage area and to find out when the Business Rates for public toilets were to be reduced.

**Action PI190722/14: Town Clerk**

The Clerk was further instructed to arrange for an inventory of the items stored in the toilet to be compiled.

**Action PI190722/15: Town Clerk**

- b) To note that the door to Catherines Close toilet has been repainted and a new door handle has been fitted to ensure the door now closes.

Noted. It was reported that the door is sticking and the Clerk was instructed to look into this and find a solution.

**Action PI190722/16: Town Clerk**

#### **PI12 Toilets - Millbrook**

- a) To consider three quotes for installation of new toilet, basin etc and agree which quote to choose.

Councillors considered the three quotes. It was noted that redecoration would take place after the installation of the above items.

**RESOLVED: It was proposed and agreed to accept the quote from Schimmel and Sons Ltd, amounting to £614.00 excluding VAT.**

**Action PI190722/17: Town Clerk**

- b) To consider how to proceed with the change of use works to the toles and to note possible income that might be realised when the work has been completed.

Nick Weeks explained that planning permission would be needed to enable a change of use from the current public toilet use but that work to gut the two ends of the toilet block could begin without planning permission. Nick said that he felt that a toilet and basin should be retained at each end of the building for the use of any future occupants. The Clerk was instructed to find out if the water had been turned off at both ends of the building.

**Action PI190722/18: Town Clerk**

Judi Morison reminded councillors that it had previously been suggested that the building could be used as a Youth Café and so the retention of a toilet and basin would be useful.

Nick Weeks said he had spoke with an estate agent to establish the rental value of the two ends of the building and would report back to a future meeting with the figures.

**Action PI190722/19: Nick Weeks**

#### **PI13 Horsepond**

a) To note work required to the back wall of the Horsepond and to agree how to proceed. Prior to the meeting, Nick Weeks had asked the Clerk to obtain a price from Dynorod for a CCTV investigation of the Horsepond to find the source of a blockage.

**RESOLVED: It was proposed and agreed that the Town Council would pay up to £300 plus VAT to Dynorod for investigative work and that the Clerk should first check with the Horsepond Group to make sure the work hadn't already been carried out previously.**

***Action PI190722/20: Town Clerk***

b) To note that new sluice gates have been installed to control the flow of water in and out of the Horsepond and to consider any issues relating to water management. Justin Birch and Nick Weeks agreed to speak to the interested parties to establish the issues and to report back to a future meeting.

***Action PI190722/21: Justin Birch and Nick Weeks***

Nick Weeks noted that, since the recent planting, it would not now be possible to place the Christmas Tree in the Horsepond. And another location would have to be found.

#### **PI14 Reports from**

##### **a) Councillors**

The Clerk was instructed to ensure that tables and chairs in the Undercroft were stored away from the railings as there had been occasions when members of the public had lifted them over the railings out of hours.

***Action PI190722/22: Town Clerk***

The Clerk was instructed to contact the company used by Wells City Council to maintain its disabled lift to ask for a quote for a maintenance programme for the lift in the Market House.

***Action PI 190722/23: Town Clerk***

b) **Clerk** – Nothing to report

c) **Maintenance** – The Caretakers report was noted.

**Date of Next Meeting – Monday 23<sup>rd</sup> September 2019. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 12<sup>th</sup> September.**

**The meeting ended at 20:12.**



**Zöe Godden  
Town Clerk**