



**Castle Cary Town Council**

The Market House

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**PROPERTIES & INFRASTRUCTURE DECISIONS**

An agenda was published for a Properties and Infrastructure Committee meeting to be held on Monday 23<sup>rd</sup> March 2020 at the Market House, Castle Cary. This meeting could not take place in public due to the Coronavirus crisis. In line with the Business Continuity resolutions agreed on 21<sup>st</sup> March, the Chair of the Properties and Infrastructure Committee, the Chair and Vice Chair of the Council and the Clerk met, observing social distancing, to transact as much of the business on the published agenda as possible. The decisions and any additional information are recorded below.

**AGENDA**

**2020**

**PI55 Apologies for Absence** – Not applicable

**PI56 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.

**PI57 To approve the minutes of the Properties and Infrastructure Committee meeting held on Monday 27<sup>th</sup> January 2020 to be signed by the Chair.**

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

**PI58 To review the action points from the last meeting** – Not discussed

**PI59 INFRASTRUCTURE**

- a)** To note receipt of two emails raising concerns over the speed of traffic on Station Road and to agree any action to be taken.

It was **agreed** that no additional comments needed to be made over and above those already sent by the Clerk.

***Action PI200323/1: Town Clerk***

- b)** To consider a request from a resident that the Town Council writes to Great Western Railways to request that improvements and repairs are made to fencing at the car park at Castle Cary Railway Station.

It was **agreed** that no action needed to be taken at this stage.

- c)** To note that an Ansford resident has been voluntarily clearing pavements along Ansford Hill and that the Clerk has arranged for any spoil or litter to be collected by SSDC; to consider organising a litter pick event.

The Clerk was instructed to refer any future Ansford related issues to Ansford Parish Council for action and to make sure these were followed up. All issues referred to Ansford Parish Council should be copied to Justin Birch and Chris Edwards (Chair of Ansford Parish Council).

***Action PI200323/2: Town Clerk***

- d)** To note upcoming road closures.

**Noted.**

**PI60 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 had been a success and that costings were expected soon from the quantity surveyor.

- b) At the request of the Cricket Club, to confirm that the cricket nets were gifted to the Cricket Club on 31<sup>st</sup> July 2016.

**RESOLVED:** It was proposed and agreed that the Clerk should write to Castle Cary Cricket Club to say that, although there was no documentary evidence that the cricket nets were handed to the club in 2016, the Council was content to assume that they did indeed belong to the Cricket Club.

*Action PI200323/3: Town Clerk*

**PI61 Play Area**

- a) To consider quotes for replacement swings and zip wire.

Three quotes were reviewed by councillors. It was noted that the replacement equipment could be funded from S106 monies available. The Clerk explained that the Playdale quote could be reduced if the Council was able to purchase and install grass matting under the zip wire itself. Other reductions could be realised by allowing the contractor to use Catherines Close toilet rather than bringing their own facilities on site and also by allowing equipment to be stored in the storage area of the toilet, removing the need for a storage container to be brought to the site.

**RESOLVED:** It was proposed and agreed to accept the quote from Playdale of up to £16,550.50, with the understanding that this amount should be lower if the above savings were realised.

*Action PI200323/4: Town Clerk*

**PI62 Market House**

- a) To consider quotes for a replacement CCTV system.

It was **agreed** to defer this matter until either after the Coronavirus crisis was over or until remote meetings could be held.

- b) To consider quotes for a maintenance contract to cover the disabled lift in the Shambles. Three quotes were reviewed by councillors.

**RESOLVED:** It was proposed and agreed that the quote from Pickerings of £200 per year should be accepted. The Clerk was instructed to give the broken remote-control unit to Nick Weeks for repair locally.

*Action PI200323/5: Town Clerk*

**PI63 Cemetery and Chapel**

- a) To consider requests from the Friends of the Cemetery Chapel to remove overgrown conifers to the right of the cemetery and to install gauze in the Chapel to prevent birds getting in.

It was **agreed** that Justin Birch and Nick Weeks would check the gauze and repair or replace it as required.

*Action PI200323/6: Justin Birch and Nick Weeks*

It was **agreed** that the conifers would not be removed until required.

Nick Weeks noted that the spoil containers at the cemetery needed to be emptied and said that he would obtain a price for this work. Nick said that there was approximately 12 to 14 tonnes of soil and 3 to 4 tonnes of green waste to be removed.

*Action PI200323/7: Nick Weeks*

The Clerk was instructed also to obtain prices for spoil removal.

*Action PI200323/8: Town Clerk*

The Clerk was instructed to speak with the grounds maintenance contractor to ask them to ensure that they were back-filling graves with the spoil from the containers where possible.

**Action PI200323/9: Town Clerk**

**PI64 Fairfield**

- a) To consider carrying out a community consultation regarding any additional equipment to be located on the Fairfield.

It was **agreed** that one of the prerequisites to any consultation would be that the area to the east of the central path should not have anything built on it. It was further **agreed** to defer any further decisions on this matter until either after the Coronavirus crisis was over or until remote meetings could be held.

- b) To consider reinstating a mesh around the bottom of the fence.

**RESOLVED:** It was proposed and agreed to approve the reinstatement of the mesh. The Clerk was instructed to contact Ansford Parish Council to say that the Town Council could carry out this work for up to £500.

**Action PI200323/10: Town Clerk**

There followed some discussion about arrangements for management of the Fairfield and the fact that an agreement between Castle Cary and Ansford councils had not been signed. The Clerk was instructed to forward the 2015 and 2018 drafts of this agreement to Justin Birch, Judi Morison and Nick Weeks and also to contact Ansford Parish Council to ask if they were still interested in taking responsibility for Fairfield management.

**Action PI200323/11: Town Clerk**

- c) To consider quotes for Fairfield maintenance.  
Three quotes were considered by councillors.

**RESOLVED:** It was proposed and agreed that the quote from SLR should be accepted. The Clerk was instructed to communicate this to Ansford Parish Council.

**Action PI200323/12: Town Clerk**

**PI65 Toilets – Catherines Close**

- a) To consider quotes for replacement CCTV system and door lock.

Councillors considered four quotes. Some quotes gave the option of a wireless link from the toilet to the Market House and to the Pavilion. Councillors did not wish to take up this option.

**RESOLVED:** It was proposed and agreed to accept the quote from SES of £1,139.50, which included a £75 annual maintenance fee, to replace the CCTV system and door lock only.

**Action PI200323/13: Town Clerk**

- b) To consider replacing the handwashing unit with a basin.

It was **agreed** that this did not need to take place until the maintenance agreement for the current unit had expired in April 2021.

**PI66 Toilets - Millbrook**

- a) To note that work to gut the inside of the two disused toilets has started and to agree any action to be taken.

Nick Weeks reported that this work had been completed.

The Clerk was instructed to obtain costs for a TV licence and broadband installation.

**Action PI200323/14: Town Clerk**

Judi Morison said she would put a post on Facebook to ask for the donation of kitchen units.

**Action PI200323/15: Judi Morison**

## **PI67 Allotments**

a) To nominate a Councillor to be a representative on the Allotment Association Committee. The Clerk was instructed to ask Rob Worth to act as the Council's representative to the Allotment Association Committee as he was an allotment holder himself.

***Action PI200323/16: Town Clerk***

b) To consider renewing the agreement with the Allotment Association and to nominate two Councillors to sign it.

It was **agreed** to defer this matter until either after the Coronavirus crisis was over or until remote meetings could be held.

c) To consider renewing the agreement with the owner of the allotment land and to nominate two Councillors to sign it.

It was **agreed** to defer this matter until either after the Coronavirus crisis was over or until remote meetings could be held.

## **PI68 Finance**

a) To agree to vire up to £300 from the Market House Contingency budget to cover legal costs associated with a complaint about the proposed location of the basketball hoop on the Donald Pither Field.

**RESOLVED: It was proposed and agreed to vire £300 from the Market House contingency budget to cover the legal costs and that the Clerk should instruct the solicitor to write to the complainant.**

***Action PI200323/17: Town Clerk***

b) To consider three quotes for green energy supply to all premises.

It was **agreed** that the Clerk would email the prices to councillors and that a decision would be made by email.

***Action PI200323/18: Town Clerk***

## **PI69 Reports from**

a) **Councillors**

There were no additional reports to receive.

**Date of Next Meeting – Tuesday 26<sup>th</sup> May 2020. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 14<sup>th</sup> May.**

**The meeting ended at 20:51.**