



APPROVED MINUTES of PROPERTIES & INFRASTRUCTURE MEETING
held at 6.30pm on Monday 25th March 2019 at the Market House, Castle Cary:

Present: Nick Weeks, Barbara Williams, Sally Snook, Margaret Bebbington, Judi Morison, Bob Gilbey, Penny Steiner
Officer Present: Claire Craner- Buckley

Public Session (if any member of the public wishes to speak) None present

2019

PI15 Apologies for Absence: Justin Birch, Martin Atkins, Terry Philpott, Zöe Godden

PI16 Declaration 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 made

PI17 Confirmation of minutes of the Properties & Infrastructure meeting held on 28th January 2019
Resolved: Agreed & signed by NW

PI18 Previous meeting follow up items not on the agenda

INFRASTRUCTURE

- PI19**
- a) Proposal to adopt the revised plan of the footpath-documents circulated.
Not discussed.
 - b) Report on footpath links with Wayside Farm
Footpaths report (Martin Dycer)- SCC Consultation ending 31st January
PS meeting Emily Estates tomorrow (26.3.19)
 - c) Pavements update Works expected to be completed in the new financial year (CCB & HB met with John Nicholson- Assistant Highway Service Manager)
Report circulated. **Report discussed. Phone call rec'd in office today from resident re: unstable pavement outside All Saints Church on the higher section. Cone to be placed here until is repaired. CCB to advise JN is urgent.**
 - d) Fulford Cross- blocked drain-letter to be sent to Highways. **Done by NW.**
 - e) Gary Warren has been chased- email circulated about re- instating the Gateway sign at Galhampton toll house and repair the broken signage directing heavy vehicles away from the town centre. **Chased by SH. CCB/ZG to follow up.**
 - f) Concern raised about possible badger sett on Church St may be weakening retaining wall – NW to look at and verify if this needs to be reported to Highways.
NW has inspected & will report it to Highways.

- g) Request for improved lighting on the public footpath next to the Bowls Club- **to be advised to contact Somerset County Council for the lighting request. JM to speak with LT.**

PROPERTIES

PI20 Pavilion & Donald Pither Memorial Field

- a) Update on Project Plan: NW & JM met with Architect last Friday. Cricket Club & Football Club have been asked to give their comments & feedback. Both clubs in need of more storage space.
- b) To discuss the purchase of a shipping container and the possibility of requesting a virement at Full Council from the youth portacabin 2019-20 budget. BG advised that a shipping container would cost approx. £2K.
Proposal to Full Council to buy shipping container.
- c) Feedback from visit to see site re units for Youth Provision at DP Field: Neighbour opposed to the siting of Youth Building as affects his view. PS suggested relocating a store to the left as look at Pavilion where the gardens have trees already that screen off the field. Scouts are potentially interested in Youth using their building. JM has discussed this with them previously. **Action: JM to speak to Scout leader again.** Another option is to purchase Go Pak folding tables & youth use Pavilion **Action: NW will check availability at Pavilion**
- d) Feed back from meeting with Architect: **3 options: 1. Adapt current building with added changing rooms 2. Re-build a new one in same place 3. Move Pavilion down track to where nets are so more room, not popular with Football Club. Quote rec'd from Architect for initial work up to Planning. Proposal on Full Council Agenda to use 6k for a storage unit.**
- e) Discuss repairs to the track on the DP field **Noted is needed.**
- f) Update on basketball hoop: **SS advised location depends on where new Pavilion goes. SS advised on costs; circa £2K.**

PI21 Play Area

To discuss the purchase of replacement swings from expected 106 monies.

SS advised that this 106 monies is coming from the new Well Farm Housing development. Proludic are the contractor used before. 3 quotes to be obtained by SS. SS thinks would cost approx £1600 to replace existing. JM checked procedure: Invoice would go directly to developer.

PI22 Market House

- a) Market House Roof repair over gas boiler cupboard, gutter repairs, downpipes and scaffold erection planned for May 2019: **NW chasing Peter Biggenden.**

PI23 Cemetery and Chapel

- a) Cemetery Footpath repairs: **deferred to better weather**
- b) Quotes are being obtained for the repair / painting maintenance to the external wood on the Chapel: **Update required from SH.**
- c) Request to send a letter to Alison Target to remove the rubble from the fallen chimney stack between the two hedges on the Cemetery Drive: **NW advises she is aware & will sort out.**
- d) BG to obtain water meter reading: **BG to action**

PI24 Fairfield

- a) Update Grass cutting contract – APC: **Update required from SH**
- b) Tree action update: **NW & BG have chopped down the tree. It was rotten.**
- c) Hand rails for bridge over culvert: **Discussed & agreed not needed as path will extend at some future time.**
- d) Meeting with Elan Homes to discuss the possibility of a tarmac surface: **Chris Edwards APC is meeting Elan Homes. NW & BG will attend to discuss above & ask them to tarmac last piece & address the pinch point that PS advised meeting about.**
- e) Discuss tarmac repair required on Pump Track: **Has been repaired.**

PI25 Toilets

Catherine's Close

To discuss and agree the best method of securing the toilet facility door and suitable door closure: SS advised that **Electrician Andrew Cross will need to install a new electronic device. SS has forwarded his details to JM,SH & CCB.**

Action: MS to source a new heavy duty door urgently. Then electrician to attend. SH to update ZG re this work.

Millbrook

- a) Update on Project Plan NW JM- notify changes to SSDC for insurance purposes: **1. JM has prepared the Project Plan draft & passed it to NW for his input. JM advised lease says we need Planning Permission to do anything. NW disagreed & advised he has been told if CCTC maintain one toilet, the rest of the block can be used as we wish without any permissions being sought but do need to apply for change of use so can gut the building. Have to insure the toilet. 2. Apply change of use when decided what future use of the building will be. JM will feedback to next Full Council meeting.**
- b) Millbrook toilet refurbishment three quotes. **Quote came in over £500. Waiting for contractor to requote under £500. (Budget for 2k). SH to update/handover. 3 quotes needed for new accessible public convenience equipment too. NW will speak to MA.**

PI26 Horsepond

- a) Strip of land behind: **Chris Cooper of SSDC verbally confirmed to NW that they are responsible for maintaining this area.**
- b) Regatta: **date confirmed as Monday 6th May 2019. JM will do a poster. All proceeds to RNLI. SS has put on website & Facebook**

PI27 Roundhouse

Nothing to report

PI28 Reports from

a) Councillors

- b) **Clerk-** For information purposes

SSDC have not visited to look at roof leak in gas boiler cupboard, minor leaks still happening on tea bar, and side entrance door.

Wood flooring has not been looked at to resolve the warping of floor boards so that the wood can be cleaned and treated.

Asset transfer to be completed at the end of the week

To note the Museum Lease ends in January 2020 and so will need to be reviewed, would suggest discussing agreement to have access to the first floor toilet for our larger bookings in the Shambles that can be time critical for using facilities.

All leases and agreements are retained in the Clerks office
Market House-CCTC, Museum, Dance Studio
Fairfield
Millbrook Toilets
Allotment Land rental
Donald Pither

Allotment land rental agreement-emailed Dave Boyer to request extending/commencing a new agreement

I am currently awaiting three quotes for
Chapel external Painting & repair to the exterior wooden eaves
Shambles Painting the ceiling
Millbrook toilets Replacement of toilet, sink, taps etc

Awaiting quote for CCTV camera not working at Market House but will need access to dome

Horsepond strip of land and wall- NW has met with Chris Cooper Street Scene (SSDC) who has confirmed the strip of land is maintained by his team and will look into the ownership of the wall requiring maintenance.

- c) **Maintenance- Caretakers Report – previously circulated. JM has drafted a new format for the report & handed this to NW for his comments. New form enables Caretaker to add deadlines & dates when work has been completed. Plastics at Cemetery discussed & CCTV cameras. Tree at Cemetery is over the path NW will look at. Benches need to be painted/treated.**
- d) Discuss & agree schedule of works, priority and timescales-**above**

PI29 Allotments

- a) To discuss the Allotments Association request to reduce the rental fees- documents circulated. **Alex Balinger invited to attend this meeting but did not attend. Committee agreed this matter can be resolved directly by themselves.**
- b) To discuss extending the allotment land Tenancy Agreement subject to agreement with landowner- document circulated: **As above AA can sort this out directly with landowner. CCTC would only become involved if parties can't agree.**

The meeting closed at 20.10 pm

Date of Next Meeting – Tuesday 28th May 2019

Approved as a correct record.....N Weeks 22nd July 2019