



**APPROVED MINUTES PROPERTIES & INFRASTRUCTURE MEETING**

held at 6:30pm on Tuesday 29<sup>th</sup> May 2018 at the Market House, Castle Cary:

**Present:** Nick Weeks, Chair, Martin Atkins, Bob Gilbey, Hedge Hornbeam, Judi Morison, Sally Snook, Terry Philpott arrived at the point of agreeing the minutes but after Terms of ref

**Officer Present:** Sue Hake, Town Clerk

**2 members of the public attended**

**2018**

**PI32 Apologies for Absence**

Pek Peppin, Penny Steiner, Barbara Williams, Debra Henderson

**PI33 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 Items declared

**PI34 Confirmation of minutes of the Properties & Infrastructure meeting held on 26<sup>th</sup> March 2018**

**P119 Item e**

MA discussed grit bins and suggested tote bins

**Action:** Deputy Clerk to contact the people again to request a site is identified and notified to the Council

Paviments

Some paviments have been replaced but not all that have complained

**Action:** Deputy Clerk to recontact Highways and ask why the paviments have not been repaired and copy Mike Lewis into e-mail

Signage

Car Charger point to be removed from agenda until further feedback received

**INFRASTRUCTURE**

- PI35**
- a) Paviments update: repairs revised date w/c 26<sup>th</sup> March
  - b) Feedback on meeting with Gary Warren re: Signage concern raised by SCC Highways
  - c) Feedback on further details requested and response to proposal to locate the spaces for electric charging points to the longer stay car parking at Millbrook
  - d) Developer request Town Council adoption of footpath from previous TwoSwans- awaiting e-mail to include drawings, exact areas of responsibility and proposed commuted sum towards future maintenance of the footpath  
**Action:** further detailed information is required and drawings and the commuted sum for future maintenance  
Concerns were raised about the render to the adjacent property entering from Station Road  
**Action:** Ascertain if this is still an issue

## PROPERTIES

### PI36 Pavilion & Donald Pither Memorial Field

- a) Report on quotations for new store  
MA has not been able to obtain a third quote  
Two have been received but two further contractors have not responded and  
TP suggested writing to request a quote by a specified date  
**Action:** MA to write to request a quote by a specified date  
TP explained the earmarked funds will be taken to the next Finance meeting and  
so it can be confirmed what funding may be available  
NW suggested looking at the cost of a kit build plus labour to be taken to the next  
meeting
- b) Update on Project Plan  
**Action:** to be taken to the next meeting
- c) Update on architect specification  
**Action:** to be taken to the next meeting
- d) Basket Ball Hoop  
**Actions:** SS will obtain a quote for the hoop and a fence behind 10 hoop  
SS to ascertain if there is any 106 monies left to go towards the project
- e) Digging for drainage  
**Action:** Clubs to be informed at the next Donald Pither meeting not to do any  
invasive works without prior consultation
- f) An issue has been raised with abuse of Disabled bay  
**Action:** SH to request all disabled bays in the town centre are restricted to 2 hrs

### PI37 Play Area

- a) Catherine's Close Section 106 Play Area equipment update  
SS reported the order has been submitted on 18<sup>th</sup> May is a 6-8 week delay  
**Action:** SS to check the installation date and have a site meeting prior
- b) **Youth Shelter**  
To Remove from Agenda items- No funding available
- c) **Meeting to discuss the play inspection report and the an issue**

### PI38 Market House

- a) Update on appointed contractor  
NW reported SSDC have confirmed they have a new contractor but the name of  
the contractor is not known at present
- b) Sealing flags  
**Action: SH**
- d) Polishing floor  
SH confirmed this is on hold until the flagstones have been sealed
- e) Report on progress of Market House Asset transfer

TP reported it is expected to have the final lease agreement ready for the June Meeting

- f) TP questioned the location of flags

**Action:** MS to be asked to look at Catherines Close

### PI39 Cemetery and Chapel

- a) Report from Martin Atkins on overseeing

MA confirmed improvement since meeting with the contractor and hopes this is the case in all other areas

- b) Emptying silos

BG has spoken to Theo Backhaus who has agreed to have our subsoil from the Cemetery

**Action:** NW to contact the site foreman to arrange for the rem

- c) Request for new bins

NW believes the bins will continue for the time being

- d) log edging on driveway – negative comments and request for reimbursement

**Action** Write to request the removal of the log edging by the end of June or CCTC will request the contractor to remove this

**Resolved:** MA to meet with Marilyn to explain the area needs to be grassed over unless the friends are happy to maintain it

- d) Cemetery T&C's

All wreaths should be removed from graves

### PI40 Fairfield

- a) Fairfield update

SS read the feedback from PS

- b) Fairfield Sensory Garden

- c) Fairfield Maintenance

A contractor will need to be found in the future

- d) Report on land agent's involvement

TP confirmed making contact with a new solicitor to progress with the draft document

NW is meeting with the Path contractor on Thursday morning to measure the length of the path and obtain a quote to ascertain if there will be a shortfall on funding

- e) Request for Rubbish bin and Dog poo bin

Future bins suggested to be combined rubbish and dog waste

**Action:** SH to look into combined bins

**Action:** NW Contact Chris Cooper to ascertain how many bins

- f) TP reported the figures will be obtained for the loan next week so that the loan can be paid off by the solicitor

**PI41 Toilets**

**Catherines Close**

- a) Catherine's Close Play Area Loo: volunteer update: alternative methods

No further volunteers have offered to monitor the lockup

- b) Request to change closure and locking the toilet to 4-4.30pm

**Resolved:** SS to investigate with Wells City Council the cost of an alarm and automatic unlocking system for the toilet block

**Millbrook**

- a) Report from Martin Atkins re: Millbrook toilet works

MA confirmed a quote has been obtained for £800 to complete the electric works

**Action:** MA & BG to liaise to confirm the final specification to have separate meter consumptions

TP requested a project plan to understand the plan for the use of the vacant units in the toilet block

Action: NW agreed to arrange a meeting to discuss the plan

TP requested Glen cleaning need to improve on the quality of the cleaning and they are in need of painting

**PI42 Horsepond**

- a) Mayday event 2018 feedback

NW has reported the event made £300

- b) Silt removal update

More lime has been put in over the weekend

- c) Proposal to install flag holders behind the Horsepond

**Resolved:** MA to look at making 6 flag holder brackets to be erected on the wall

**Action:** NW and BG need to look at the condition of a second wall at the pond

**PI43 Roundhouse**

No items to report

**PI44 a) Reports from Councillors- No items**

- b) Clerk-** correspondence rcvd (circulated)

The letter was noted

- c) Maintenance-Caretakers report (to be circulated)**

**Actions:** Water stop valve- display a notice of the location of the stop valve and the address the property

New poo bin- in hand

Play area – meeting to be held to discuss items

Anti-slip paint agreed to be done

Check all CCTV cameras are working

Weekly inspections are made  
Noted the water pump is broken- remove from reports  
Millbrook toilet pan – group to look at  
Market House railings paint- agree to monitor at present  
Committee will request any notices required

**d) to agree schedule of works, priority and timescales**

**Actions:** SH to ascertain when the water board have repaired the drainage  
SH to ask MS to look at painting Millbrook during bad weather  
Play area works to be decided

**PI45 Vandalism**

**Action:** SH to request MS runs the report to start from April to March each year

**PI46 Grass cutting & Grounds Maintenance contracts**

Monitoring of contracts MA  
MA provided feedback to date

**PI47 Working group to look at Maintenance Caretakers works, hrs and value for money**

TP reported that JM has requested an HR meeting to review workload and planning for 6.30pm for 14<sup>th</sup> June

MA suggested a group experienced in maintenance to feedback to the HR committee

**Action:** SH to circulate a copy of MS timesheets

**Resolved:** to meet at 5.45pm on 11<sup>th</sup> June

**PI48 Review Properties & Infrastructure Terms of Reference (see p6-8 circulated)**

General terms no 2

NW noted items within the General Terms of reference for amendment

No 3, No 7, & No14,

**Action:** NW to liaise with TP for amendments

Properties & infrastructure Terms of reference not believed to require amendments

**Resolved:** Agreed

**PI 49 Nomination of Vice Chair**

BG nominated MA to be Vice Chair of Properties & Infrastructure

**Resolved:** Agreed

The meeting closed at 8.50pm

**Date of Next Meeting – Monday 23<sup>rd</sup> July 2018**