



## Castle Cary Town Council

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### **APPROVED MINUTES PROPERTIES & INFRASTRUCTURE MEETING**

held at 7pm on Monday 23<sup>rd</sup> July 2018 after Planning at the Market House, Castle Cary:

**Present:** Nick Weeks, Chair, Martin Atkins, Justin Birch, Bob Gilbey, Debra Henderson, Hedge Hornbeam, Pek Peppin, Sally Snook, Penny Steiner, Terry Philpott from Item PI 57a

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

**Public Session (if any member of the public wishes to speak)**

No members of public attended

**2018**

**PI49 Apologies for Absence**

Barbara Williams, Judi Morison, Terry Philpott has a meeting and may arrive late

**PI50 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

**Resolved:** No declarations made

**PI51 Confirmation of minutes of the Properties & Infrastructure meeting held on 29<sup>th</sup> May 2018**

**Resolved:** Agreed

Follow up items from previous meeting

Basket ball hoop SS to progress

Spoken to clubs about Digging up field without prior consultation

SH confirmed disabled bay has been requested to be restricted to 2 hrs and will discuss further with Gary Warren

Shambles Flagstones requested to be sealed SH

NW confirmed soil moved from cemetery to Theo Backhaus development

**Action** SH to write letter to thank them for receiving soil.

SS has researched toilet alarms etc and obtained feedback that they are not worth purchasing.

Horse pond back wall still to be looked at with view to install flag holders.

**Action** SH to continue to pursue reimbursement from Water2business/Wessex Water for the dyna-rod payment for drain unblocking.

### **INFRASTRUCTURE**

**PI52 a) Pavements update:**

No feedback at present SH will be meeting with Gary Warren

**b) Feedback on meeting with Gary Warren re: Signage concern raised by SCC Highways**

**c) Highways review BW**

NW requested this is discussed in detail with BW at the next meeting.

- 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  
 NW explained the history of the path from Station Road to the surgery.  
 It was not a right of way and the person who purchased the land agreed to make this available.  
 SH has enquired about a commuted sum of money to go towards the future maintenance.  
 NW explained Mr Beaton has agreed a sum in the region of £6K on the sale of the first 2 properties to go towards a project that is not specific to the path.  
 PS is concerned about weeds already growing up through and questioned the quality of the footpath.  
 PP requested the handover is should be completed through solicitors  
 DH noted the footpath has been in use over a number of years.  
 SS raised concerns Karen Appleby who is the owner of the adjacent property needs to render the wall and would then need to close off the footpath.  
 DH suggested delaying the adoption of the path until works have been completed on the adjacent house.  
 DH suggested Mr Beaton covers the legal costs.  
**Action:** NW to arrange a meeting within the next few days  
 Councillors were asked if they agreed with the principle of adopting the footpath.  
**Resolved:** Agreed to adopt the footpath in principle
- e) Bus relocation-NW,DH  
 DH suggested obtaining an up to date cost of what funding would be required  
**Action:** NW to obtain updated costings

## PROPERTIES

### PI53 Pavilion & Donald Pither Memorial Field

- a) Report on quotations for new store (to be opened at meeting) (awaiting 3<sup>rd</sup> quote)  
 Steel agricultural building  
**Action:** Email request for a quote to be made by BG  
**Action:** The three quotes to be brought back to a future meeting to open
- b) Update on Project Plan  
**Action:** NW and JM to bring to the next meeting
- c) Update on architect specification TP  
 TP will report at next meeting
- d) Basket Ball Hoop SS  
 SS chasing quote  
 Proludic have provided one quote for the hoop only  
 DH suggested contacting Ansford School to obtain suggestions of suppliers
- e) Feedback on Chairs meeting with clubs NW  
 NW confirmed the details of the meeting with the clubs.
- f) Drone images Donald Pither Field report NW  
 NW confirmed pictures have been taken to identify where there are drainage problems but has not been able to print these at present.

### PI54 Play Area

- a) Catherine's Close Section 106 Play Area equipment update  
 The play equipment has been delivered and installed.

**PI55 Market House**

- a) Update on appointed contractor  
SSDC have appointed a new contractor for maintenance
- b) Sealing flags  
SH confirmed this has been requested
- c) Polishing floor  
SH confirmed this cannot be progressed until the warped floorboards have been rectified.
- d) Clock has been serviced with the attendance of Mr Alderson and the makers plate reinstated  
SH confirmed the completion of the works and relayed positive feedback from Mr Alderson.
- e) requested to make list of works required for Market House-Peter Biggenden and he in turn will put a list of current services completed by SSDC  
**Action:** List of outstanding works to Market House to be compiled.
- f) Report on progress of Market House Asset transfer  
TP confirmed solicitors are progress and he will report progress at the next Meeting.

**PI56 Cemetery and Chapel**

- a) Report from Martin Atkins on overseeing  
MA has had a conversation with SLR  
MA suggested a meeting for SLR to meet with the Council  
**Action:** SH to check the contract when the payment will be made and feedback.  
**Action:** MA to suggest SLR contact the clerk to arrange a meeting time.
- b) Emptying silos  
NW completed  
NW has now requested MS remove all plastics from the cemetery.  
**Action:** new notices to be laminated and erected.  
**Action:** Contractor to be asked to remove any plastic that may have been put into the small feeder bins.
- c) Request for new bins  
**Action:** PS & BG to look into bins in general.
- d) Log edging on driveway –request for £15 payment (awaiting invoice)  
MA to review if the log edging is not working in six months and the friends do not continue to maintain they will be removed.  
**Resolved:** pay the £15 when invoiced but not pay anything further with prior agreement.
- e) Cemetery T&C's review (circulated)  
Resolved: Agreed with 1 abstention as not read
- f) Tapestry funding (e-mail circulated)  
**Action:** 6 against 2 abstention  
**Action:** Suggestion of ringfencing monies towards future maintenance of the toilet.
- g) Enquiry for named bench plaque (Mr B House)  
**Action:** SH to request further information to ascertain if a bench is also being purchased as there are no vacant benches to place plaques.  
**Resolved:** Defer decision to next meeting

**Fairfield**

- a) Fairfield update PS  
PS gave a comprehensive update  
TP arrived at 8.30
- b) Fairfield maintenance contract PS-(cutting regime doc circulated)  
**Recommendation** to appoint Dan Hibberd for grounds maintenance work at the Fairfield to a maximum cost of £840 incl Vat.  
Project to be managed by the Fairfield committee.  
**Action:** MA offered the use of some machinery to facilitate the work to be completed before the launch to reduce costs.  
**Action** PS to meet with NW to agree the specification for a grounds maintenance contract.  
**Action:** Dan to provide public liability insurance  
The work to be completed for a maximum amount of £420 and provide a breakdown of works to be completed.  
**Resolved** : Agreed for Dan Hibberd to complete the works for a maximum
- c) Fairfield signage PS  
To review the specification for the Fairfield signage which is ideally to be installed before the launch on 1<sup>st</sup> September and agree if additional quotes are required.  
PS explained the signs are likely to cost in the region of £2.780  
Sport equip A3 size is £200 and Vale signs are quoting £300 for the design  
JB offered to install the signs to save some money.  
**Action:** PS to look at the signs with JB & BG and obtain price for signage only  
PS confirmed the costs will come out of the Fairfield funding  
Councillors proposed allocating £2k for the signage.  
**Resolved:** 5 agreed, 3 against 1 abstained  
**Action** PS to contact the contractor to amend the quote and remove installation
- d) Land registration and legals completed TP
- e) Request for Rubbish bin and Dog poo bin  
NW working with SH  
**Action:** SH to order two new dog waste bins on completion of obtaining further clarification from Street Scene.
- f) Youth Shelter  
Not discussed
- g) An issue has arisen with the contractor on site to install the footpath and there is an issue with installing the path.  
The contractor is on site with the equipment and the weather conditions are good for the work to be completed and our contractor cannot confirm when he could fit the work in.  
SSE are not able to complete the works for the electricity supply to dig the trench and install the cable.  
It looks as though we need to ask our contractor to provide the trench & the developer will provide the ducting and stone dust.  
The cost will be just over £1000 to do this.  
PS explained there is a possibility of the costs to be shared with SSE and this will be considered.  
SSE have non contestable works and so the developer will pay less to SSE  
To accept the quote of £1050 incl VAT.  
**Resolved** Agreed GJS Landscapes contracted to install the additional path, & progress with digging works to prepare for installation of underground electric cable.  
**Action:** Clerks to issue letter to request Elan Homes cover the costs of additional digging for the electrical cable.

**PI58 Toilets**

**Catherines Close**

- a) Catherine's Close Play Area Loo: volunteer update: alternative methods  
No alternative methods

**Millbrook**

- a) Report from Martin Atkins re: Millbrook toilet works  
MA arranging to meet electrician to complete works
- b) Painting work schedule  
Defer to next meeting
- c) External paint  
Defer to next meeting

**PI59 Horsepond**

- a) Flag holders behind the Horsepond  
**Action:** MA to progress and ascertain appropriate positions  
NW reported no further lime has been put into the Horsepond

**PI60 Roundhouse**

Nothing to report

**PI61 a) Reports from Councillors,**

TP has been contacted by Colin Barber enquiring about the project  
NW informed TP a meeting has been held with both Clubs to discuss the project

**b) Clerk-** Cemetery Chapel correspondence rcvd (circulated for item 56 f)

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

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

**Action:** to be discussed and agreed at the next meeting

**PI62 Vandalism**

**The bench in front of the Market House has some graffiti**

**Action:** SH to request MS remove the graffiti from the bench in situ

**PI62 Review General Policy** (circulated for Properties section review)

Resolved Agreed 1 abstention as not read

Meeting finished at 9.15pm

**Date of Next Meeting – Monday 24th Sept 2018**