



APPROVED MINUTES FOR THE PROPERTIES & INFRASTRUCTURE MEETING

held at 6.30pm on Monday 24th September 2018 at the Market House, Castle Cary:

Present: Nick Weeks, Chair, Martin Atkins, Justin Birch, Judi Morison, Terry Philpott, Sally Snook, Penny Steiner,

Officer Present: Sue Hake, Town Clerk

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

Footpath Officer attended

3 members of the public

2018

PI63 Apologies for Absence

Barbara Williams, Justin Birch

PI64 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

PI65 Confirmation of minutes of the Properties & Infrastructure meeting held on 18th July 2018

Resolved: Agreed

PI66 Previous meeting follow up items not on the agenda

Silo emptying-Thankyou letter to Theo Backhouse

New laminated signs at the Cemetery- re waste disposal and CCTV

Request for unblocking drain reimbursement

Action: SH to chase the time reimbursement

PS & BG general bins- research update

Action: Deferred to future meeting

Bench Plaque enquiry update

Request confirmed to be for plaque only and there are no free benches available to install a plaque

Letter to Elan Homes to request reimbursement for additional costs incurred for the digging of the electrical cable trench

Action: NW to ring Roger Lush to chase contact for SSE

INFRASTRUCTURE

PI67 a) Pavements update:

Continue to monitor

b) Feedback on meeting with Gary Warren-notes circulated

Resolved: to request reinstating the sign

Action: SH to request the sign is reinstated

Junction at the Ansford Road and the 20mile restriction costs were discussed and decided not to progress at this time

Speedwatch request, only two people have responded to volunteer to progress

Resolved: The Town Council to review in a years time and to inform the community

- Resolved:** request a sign is put onto the new bollard to warn of the danger to walking onto the Pitching
- c) Discuss & Agree Highways Actions going forward
Resolved: Continue to monitor and review
- d) Update on Developer request Town Council adoption of footpath from previous TwoSwans-
Awaiting e-mail to include drawings, exact areas of responsibility, proposed commuted sum towards future maintenance of the footpath & resident request for installation of lighting
Resolution : TP to instruct solicitor to contact Mr Beaton to progress the adoption of the footpath with each party to pay their own legal fees
Action: TP to contact Chubb Bulleid
Action: JM to get back to person requesting lighting to the footpath
Action: Trial a solar light on completion of the adoption of the footpath
- e) Bus relocation-NW-updated costings
NW to chase Pam to have figures prior budget discussions
- f) Footpaths
Martin Dycer introduced himself and explained how much he has used the footpaths in the locality
JM & PS to contact the Emily estate to discuss further to plan the footpaths
MD to bring a map to discuss and agree the footpaths
Resolved: JM & PS to agree meeting date with MD to discuss further
NW requested any styles or gates that are not working be reported back to the Town Council
SH requested the relevant Parish Clerks be contacted when a route has been decided
Action: SH to forward the revised route of the footpath from Ansford Church through the new development to MD

PROPERTIES

PI68

Pavilion & Donald Pither Memorial Field

- a) Feedback on quotation for the new store
MW has tried to contact Mark Stevens but has not been able to obtain a telephone number
BG suggested looking at a kit building
NW proposed looking at the of a kit building to be able to obtain costs for budgeting for the Precept
MA believes the cost is likely to exceed the lowest quote received
Action: NW to ask if the contractor with the lowest quote explained if the Town Council find the funds if the price will be the same
JM confirmed a joint meeting is planned to be held with Ansford Parish Council and it is hoped to ask them
Cary 2000 and Rotary to be asked if they are able to make a donation
Action: MA to continue to pursue obtaining one further quote
Proposal TP suggested arranging a meeting with Ansford in November
- b) Update on Project Plan NW, JM
Deferred to a future meeting
- c) Update on architect quotes TP
TP reported contacting 6
2 quotes received, one meeting held and one further meeting in October
TP provided feedback from the company who has visited the site
- d) Basket Ball Hoop SS
SS reported problems with obtaining a quote
Action: SS to continue to pursue obtaining the Basket Ball Hoop quote

- e) Drone images Donald Pither Field update NW
NW confirmed there is a green area on the Bowls Club side of the Donald Pither Field which may be an area where the drain could be blocked.
Resolved: To monitor the drainage

PI69 Play Area

- a) Post Installation report-circulated
Action: SH to contact Steve Aplin to resolve initially
- b) Equipment inspection
Reports circulated
- c) NW and BG to look at all pieces of equipment

PI70 Market House

- a) Agree list of outstanding works to the Market House
SH circulated the list of items and requested to be notified of any items that may not be on the list
Action: NW to meet with Peter Biggenden
- b) Update from Peter Biggenden- to provide a list of current services completed by SSDC
- c) Report on progress of Market House Asset transfer-TP
The lease has now been received

PI71 Cemetery and Chapel

- a) Keysafe update
SS has now given her key to Laura Tilling

PI72 Fairfield

- a) Post Installation Inspection report -circulated
Proludic have confirmed the factory has confirmed they will replace the defective post
Concern has been raised about the pump park track tarmac
Action SH to contact the contractor and forward the inspection photo
- b) Equipment inspection
- c) To Agreed Fairfield Maintenance Contract tender specification
Ensure it is stated strimming does not contact the wooden posts
Ensure there is a break clause if the standard of work is not adequate
NW suggested putting waste pipe around at the base of all posts
- d) Discuss & Agree schedule of actions to tender Fairfield Maintenance Contract
Resolved: specification agreed and SH to advertise to appoint by December start from 1st March
Action: NW to top the field after the Fair has gone
Action: PS to ask Dan to cut the edges of the footpath just before the Fair and
Action: Hedge cutting
Resolved: PS,BG,NW,MA,SH to oversee contract application and interview process
- e) Request for Rubbish bin and Dog poo bin
Purchase a rubbish bin and post to be mounted with a dog waste bin
- f) Discuss damage to new footpath
PS explained damage has been made to the path shutter boards by SSE.
Action: SH to issue a letter to SSE to request they do not access the field without prior arrangement with the Town Council
Action: BG to sow grass seed

PI73 Toilets

Catherines Close

- a) Catherine's Close Play Area Loo: closing time change to 5.30pm & volunteer update:
The toilet is now locking at 5.30pm
The installation of a smoke alarm or sprinkler was suggested
NW thanked the group of volunteers for checking the toilet locking each day

Millbrook

- a) Report from Martin Atkins re: Millbrook toilet works
The first phase of electrical works has been completed so that each will independent
- b) Painting work Internal & external colour query- schedule
Resolved: SH to request MS to power wash and paint white internally and NW to choose external colour
- c) Request to have the toilet open on Carnival night
Action: SH to supply the key to the Carnival group

PI74 Horsepond

- a) Flag holders behind the Horsepond update MA
MA confirmed to install 9 flagholders behind the Horsepond
- b) Horsepond – plants & location
Volunteers to forward a design plan for the plants to be located in the Horsepond

PI75 Roundhouse

SS to specify location of the Roundhouse keys on the website

PI76 a) Reports from Councillors

MA Grounds Maintenance Contract

MA raised concerns about the standard of the maintenance work

SH confirmed no response received to date with MA request for a meeting date to discuss the contract with SLR

The grounds maintenance work was discussed and MA raised concerns about the bank on the Catherines Close and the amount of the nettles

Action: MA to look at the work tomorrow and maintain a record all requests for work

b) Clerk-

Discussion with PC Sara Stevenson and PCSO Emma Reeves – reference Youth building enquiry/request for suggestions

Action: Further discussion required

also, suggestion of using the Pavilion for possible hot desking and request to contact the Clubs directly to ascertain if Wifi may be available.

c) Maintenance-Caretakers report (circulated)

Action: No to painting at Pavilion

Action: MS to replace Manhole cover on DP field

Action: NW to complete specification for quote for Millbrook toilet

Discuss & agree schedule of works, priority and timescales

Action: MS to paint back of Shambles

Action: SH to contact contractor for painting of ceiling of Market House

Action: MA to cost and source a replacement toilet

Action: SH to get quote for bin storage from Stephen Rymer

PI77 Vandalism

Fire in toilet and fire damage to new safety mat under bucket swing

Meeting finished at 9.34pm

Date of Next Meeting – Monday 26th November 2018

Monitoring Report of car parks to be requested for next meeting

Items for next Agenda:- Budget Setting 2019-20