



**APPROVED MINUTES FOR THE PROPERTIES & INFRASTRUCTURE MEETING**

held at 6.30pm on Monday 26<sup>th</sup> November 2018 at the Market House, Castle Cary:

**Present:**, Nick Weeks Judi Morison Bob Gilbey Sally Snook Martin Atkins  
Margaret Bebbington Penny Steiner  
**Officer Present:** Claire Craner-Buckley. SH had supplied updates by email.  
**Public Session (if any member of the public wishes to speak)**

No members of the public attended

**2018**

**P178 Apologies for Absence**  
Terry Philpott Barbara Williams Pek Peppin

**PI79 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

**PI80 Confirmation of minutes of the Properties & Infrastructure meeting held on 24<sup>th</sup> September 2018**  
**Resolved:** Agreed

**PI81 Previous meeting follow up items not on the agenda**

- Update on request for unblocking drain reimbursement: continuing to chase
- PS & BG general bins-research update: PS & BG have been working on this. Discussion took place. More work needed PG will contact Chris Cooper. Current bins need to be reconfigured. More will be needed with new houses/residents. PS to report again at next meeting
- Update from Letter to Elan Homes to request reimbursement for additional costs incurred for the digging of the electrical cable trench: NW to provide contact details when obtained

**INFRASTRUCTURE**

**PI82** a) Pavements update and content of email forwarded: John Nicholson from Somerset Co Co Highways Team advised CCB in the email that inspections are undertaken every 3 months. The last time being 10.10.2018 when no issues were identified. He advised that budget & resources for such works is limited. SH advised that we have also requested via the Newsletter that all complaints by residents are reported by individuals and a reference provided to us when we are asked to contact Highways and follow up. SH has emailed S Co Co re: poor state of pavements.  
**Action:** SH to contact Mike Lewis & report back to next meeting

- b) Feedback on meeting with Gary Warren-notes circulated :Email sent to Gary Warren to request reinstating the gateway sign at Galhampton.  
Also informed him that someone has superglued the padlock on the bollard at the top of the Pitching and unable to return his padlock.  
Discussion re: how residents are accessing & parking at front of Market House
- c) Discuss & Consider impact to resistance to Highway work Actions going forward
- d) Update on Developer request Town Council adoption of footpath from previous Two Swans-  
CCTC solicitor awaiting information from Malcolm Beatons solicitor -to include drawings, exact areas of responsibility and possible commuted sums towards future maintenance of the footpath and/or grant.  
Discussion: agreed to take on the footpath maintenance, not expect commuted sum but some money for the town at a later date.
- e) Bus relocation-NW-updated costings:NW advised he is waiting for Pam W. So no action yet.
- f) Footpaths- update: Martin Dycer has not yet been able to confirm a time when he & Ian Davis of Emily estates can walk/meet to look at footpath linkage between Emily Estates & C Cary.
- g) Car parking- Tessa Gayford reported on November 8<sup>th</sup> 2018-“There is still no problem with space in the car park [Millbrook]-other than Tuesday mornings when there is sometimes a shortage due to the market.”

## PROPERTIES

### PI83 Pavilion & Donald Pither Memorial Field

- a) Feedback/update on quotation for the new store  
  
At Finance Cmmtee it was decided T Council will go to lowest quote from a year ago. NW spoke to company & they advised they will hold the price.  
Subject to confirming at next Full Council meeting,they will start work in mid Jan & new store should be completed by end Feb. BG MA electricity supply decisions to make & decision needed re site of new youth facility with H Burley involved.
- b) Update on Project Plan Pither Project NW, JM . JM advised that a pre meeting has taken place between herself, HB, Fray Cronie, Football Club & Cricket Club & APC re Youth Club. Ansford PC are considering joint funding & have asked how many APC residents are in the FC & CC. NW reported that the recent Donald Pither trust meeting had been very positive. Both clubs are considering contributing to the new facility. There is also likely to be some money from 106, Area East & the Police Trust Fund.
- c) Update on architect quotes: not available at this meeting
- d) Basket Ball Hoop SS advised that there has not been any progress with the quote. She proposes using 106 money for this. Discussion felt that the quote already received was very high, SS advised the proposal was for more than just the hoop (re-turfing etc). She is working to obtain 2 more quotes.  
Proposal by NW: to authorise spending as per original quote, if spend deadline is short. BG 2<sup>nd</sup>. All in favour  
Resolved: to go ahead with 1<sup>st</sup> quote if necessary.  
**Action:** JM will check with Lynda Pincombe.

#### **PI84 Play Area**

- a) Playground inspections: Catherine's Close.

Post Installation report- SH advised that Steve Aplin has emailed and confirmed he will return to the Play Area to action work highlighted on Catherines Close newly installed play equipment.

#### **PI85 Market House**

- a) Update on list of outstanding works to the Market House NW PB & Fry's contractor: NW has met Peter Biggenden to discuss list of works NW reported to meeting that work is needed on the floor & on leaks from roof, painting & refurbishing windows & also a scaffolding tower for unblocking the down pipe above green side door.

**A time slot for major works has been agreed with the Bookings & promotions Manager: May 2019.**

NW organised a drone shot & showed the meeting a very poor section on the roof that is likely to be leaking & potentially affecting the dance studio. Currently works are still the responsibility of PB & SSDC. MS CCTC maintenance caretaker is working to stop water ingress from rear high road level into the electricity cupboard also on draft exclusion on the glass doors. PB & NW decided not to put draft excluder on glass doors. NW suggested draft exclusion needed on wooden doors.

Nuisance caused by birds: JM showed meeting some bird scarer devices that are used successfully in Bristol to scare off pigeons & seagulls from buildings. SS suggested use of real birds from Pitcombe Falconery.

- b) Update-Peter Biggenden to provide a list of current services made by SSDC: SH advised still awaiting this.  
c) Market House Asset transfer lease: awaiting SSDC action.

#### **PI86 Cemetery and Chapel**

- a) £350 payment actioned to the Friends of the Chapel. Discussion re total earmarked funds for The Friends of the Chapel JM checked & £407 was earmarked in 2017.

**Action:** SH to pay balance to F of C.

#### **PI87 Fairfield**

PS reported that no Tenders have been received for the Fairfield Ground Maintenance. Discussion.

Action: SH to give SS Contract Tender Ad copy for uploading to website.

Discussion re split tree. Decision taken to cut it down.

**Action:** BG NW to organise this.

SH forwarded photo and report of defective equipment (climbing net post) Fairfield. This has now been replaced by Proludic.

#### **PI88 Toilets**

##### **Catherines Close**

Nothing to report

## Millbrook

Toilet Door needs to be replaced since having to use force to unlock the door and let person out.

SH confirmed Mike has been requested to power wash and paint interior of Millbrook toilet white at a later date- **after new equipment is fitted.**

MA has requested an Account be set up with Total Plumbing in Shepton Mallet.

SH has requested & received the application for this - to be completed.

MA has sourced new hardware that will cost £350-450.

NW advised that clearing out the old equipment & fitting costs will be in addition.

MA has a plumber contact who could be emergency plumber for town council.

After discussion:

**Action:** MA to request that he sends his contact details to SH & that he is given a trial when a plumbing job is needed.

**Action:** MA to order the hardware.

**Action:** JM & NW to work on a project plan.

## PI89 Horsepond

Water voles & small fish have been recently observed, so wildlife is returning. Grants are being applied for to undertake further work on the Horsepond . The Town Council can give a grant of £100.

## PI90 Roundhouse

Nothing to report

## PI91 a) Reports from Councillors

Nothing to report.

### b) Clerk-

- PCSO enquired about possibility of storing bicycle securely at Pavilion, Catherine's Close or Millbrook toilet and if Town Council would agree use of Pavilion as hot desk point. Discussion took place TC are broadly in favour. NW suggested bike could be stored at Catherine's Close Toilets Store. JM advised that Police Somerset Foundation may give a grant of up to £1500 for the new Youth Facility on the DP field.

**Action:** SH to check with Football Club & Cricket Club re: hot desking use & to agree details of arrangement with PCSO.

- Clerk has received a further request to place a memorial on a bench or suggest to the Council if there could be an area in the town/cemetery where memorial plaques can be suitably located. Discussion took place. Agreed there may be space for one more bench. Also to ask Friends of Cemetery Chapel

**Action:** SS to ask F of CC

- **Fly tipping** ongoing at the Cemetery- request to re-instate chain but not lock to try to obtain images of all vehicles driving to the silos, CCTV images forwarded to the PCSO.

MA advised Committee that he has now secured 2 discreet covert cameras & also suggests no chain. Agreed TC should put a notice at the top advising that there are CCTV cameras on site. This should include a contact no.

**Action:** MA set up cameras. NW to put up sign.

c) **Budget 2019-20** – (circulated)

To agree and approve Properties & Infrastructure budget for 2019-20

NW had asked CCB to extract just P & I items from the master Budget sheet. This was produced & circulated.

These comments were made:

Water charge seems high: why is it £1500?

Would Cemetery tarmac repairs amount to £5000? Agreed to leave in.

Maintenance seems high, but agreed bulk of work is there. £12571

Play equip was paid for with 106 monies. so that's why not used.

Fairfield £2000 maintenance. Ansford to pay £880 PS to check with TP.

SS wants to add a line: General P & I section: £2000 for a speed indicator.(SIDs)

SS asked re P & I totals? Why is there a 117.74% variance? £21868 already spent? £25402 to spend before end of this year?

NW asked should we put Youth Building into the budget? JM advised that £4200 has been earmarked. After discussion agreed to put £6000 in budget then later discuss with TP.

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

Comment: councillors didn't receive this.

- SH has agreed with MS (Caretaker) that he will paint back of Shambles in the first week of January.
- SH obtaining quote for painting Shambles ceiling and bin for Undercroft.

e) Discuss & agree schedule of works, priority and timescales

See PI 85 above

**PI92 Vandalism**

Bolts continue to be loosened and undone in Play area

**P193 North Cadbury and Galhampton Finger Posts**

Request from Parish Clerk to add two finger posts onto list of posts for refurbishment

The first is near the Orchard Pub and points to Long St. Galhampton, OS ref. 363475 129864, the second is where Hearn Lane crosses the A359, OS ref. 363182 129419.

Town Council comment: the finger posts in the CCTC area will have to be prioritised & these extra ones will be scheduled at a later date.

Meeting finished at 9pm

**Date of Next Meeting – Monday 28<sup>th</sup> January 2019**