Castle Cary Town Council
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DRAFT MINUTES OF PROPERTY & INFRASTRUCTURE COMMITTEE MEETING
held on Monday 28th March 2022 at 7.00pm

Present: Philippa Biddlecombe (Chair), Margaret Bebbington, Nick Crowley, Steve Evans, Carly Franklin, Bob Gilbey, Judi Morison, Penny Steiner and Rob Worth.
Clerk: Lisa Davis
In attendance: Katie Armstrong

The meeting started at 19:00

2021

PI47 Apologies for absence
Apologies were received from Pek Peppin and Sally Snook.

PI48 Declarations of personal or pecuniary interest (these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed).
There were no declarations of interest.

PI49 Minutes of Property & Infrastructure Committee meeting of 24th January 2022
RESOLVED: It was proposed and unanimously that the minutes of the meeting of 24th January be approved to be signed by the Chair at a later time.

PI50 Action points from previous meetings:
There was nothing to report.

PI51 Infrastructure:

a) **To consider submitting a joint application with Ansford Parish Council for a 20mph limit around the town** – Philippa Biddlecombe advised that APC had contacted SCC regarding the introduction of a 20mph limit in Ansford and it had been suggested that a joint application could be submitted for Castle Cary and Ansford. This had been looked into previously but not progressed due to issues gathering the required information to identify where a 20mph limit could be introduced. It was agreed to ask the Police for more information about setting up a Speedwatch group to gather the information needed.
ACTION 220328/1: Town Clerk

b) **To discuss signs to the Cricket and Football pitches from the A371** – Philippa Biddlecombe reported that the Football and Cricket Clubs would like directional signs located on the A371 to help supported/players find the pitches. It was suggested that signs were also located at Catherines Close and Churchfield Drive. It was agreed that the Town Clerk would contact SCC Highways.
ACTION 220328/2: Town Clerk

c) **To discuss investigating the possible installation of a Wessex Water refill point in the town**
RESOLVED: it was proposed and unanimously agreed to look into the possible installation of a Wessex Water refill point in the town.
ACTION 220328/3: Philippa Biddleombe/Town Clerk

d) **Update on noticeboard to be located near Fire Station** – Penny Steiner suggested that the triptique board that is being removed at the Market House could be used instead of

purchasing a new noticeboard. It was agreed that Steve Biddlecombe would be asked to paint the board and the Marketing and Communications Administrator would follow up with the Fire Station regarding locating it on the grass area.

ACTION 220328/4: Philippa Biddlecombe

ACTION 220328/5: Marketing and Communications Administrator

e) To discuss letter received from resident regarding rubbish around the town The Town Clerk reported that a letter had been received from a resident regarding the amount of rubbish around the town. It was agreed that Philippa Biddlecombe would contact David Baldwin to discuss if the Litterati group could assist. Judi Morison advised that there may be a potential opportunity to employ street cleaning/refuse collection services differently when the new Unitary Authority and Local Community Networks are in place.

ACTION 220328/5: Philippa Biddlecombe

PI52 Properties – Pavilion and Donald Pither Memorial Field

a) Update on the Pavilion project – Rob Worth reported that the project is progressing and three local architects would soon be invited to tender

b) To consider a request for additional lighting on the Donald Pither Memorial Field by the Basketball Pitch – Philippa Biddlecombe reported that there were issues with people using dark areas on the field for anti-social behaviour. Carly Franklin suggested that additional lighting should be installed to make it safer for people walking in the area in the evenings and also to deter anti-social behaviour. It was agreed that the Town Clerk would contact SCC and SSDC to discuss possible options for lighting.

ACTION 220328/6: Town Clerk

PI53 Market House:

a) Update on Assembly and Billiard Room (PP) – Pek Peppin advised that the Architect had still not yet submitted the application for Listed Building consent so there was no further update on the works.

b) To consider three quotes for the repairs to the roof above the Billiard Room – Rob Worth advised that a specification had been sent to three contractors who all looked at the works. Two quotes had been received as one of the contractors advised that they would not be able to quote for the work due to other commitments.
RESOLVED: it was proposed and unanimously agreed to recommend to Full Council at an Extraordinary Full Council meeting on 4th April to accept the quote from Valeside Roofing.

c) To review the quotes for the Hearing loop/Audio system
RESOLVED: it was proposed and unanimously agreed to accept the quote to upgrade the existing system in The Shambles and Information Office

d) To consider request to display royal history information boards at the Market House and consider request for a contribution towards the cost of producing the boards.
Philippa Biddlecombe reported that a request had been received to display royal history information boards at the Market House. Penny Steiner suggested that they could be displayed in The Shambles during the Jubilee week but it would be difficult to display them there long term due to other bookings. Nick Crowley suggested that they would be more visible in a shop window and agreed to contact the owner of Martin's to find out if they could be displayed there whilst the shop is empty.

ACTION 220328/7: Nick Crowley

Philippa Biddlecombe reported that a request had also been received for a contribution towards the cost of producing the boards. Castle Cary Museum had contributed towards the cost but there was a shortfall of £68.
RESOLVED: it was proposed and agreed (7 – for, 2 – against, 0 – abstained) that CCTC would not contribute towards the cost of producing the boards.

PI54 Fairfield

a) **Fairfield update report** – There was nothing new to report.

b) To discuss the future of Fairfield without the 'Friends of Fairfield' Committee – Penny Steiner confirmed that they have come to the end of the project. Penny Steiner would be standing down as Chair of the 'Friends of Fairfield' and Dave and Helen Boyer would also be standing down from the Committee. CCTC and APC will continue to be responsible for the maintenance of Fairfield and a list of contacts would be handed over. Penny confirmed that the Wildflower Group would continue

to run. Rob Worth thanked Penny Steiner for all her work on Fairfield over the years. The Town Clerk suggested that the management of Fairfield could become part of the responsibility of a joint CCTC and APC Properties and Infrastructure Committee with both Councils have voting rights. It was agreed that the Town Clerk would arrange a meeting to discuss this further.

ACTION 220328/8: Town Clerk

c) To consider installation of Outdoor Table Tennis table at Fairfield
RESOLVED: it was proposed and unanimously agreed that a proportion of the remaining project funds are used to purchase a table tennis table to be located at Fairfield or Donald Pither Field

d) To consider quote for works to trees at Fairfield
RESOLVED: it was proposed and unanimously agreed to accept the quote for the works to the trees at Fairfield and to ask APC to contribute 1/3 of the costs.

ACTION 220328/9: Town Clerk

PI55 Millbrook Hub

a) To consider an idea to have an Amazon pick up point at Millbrook Hub

RESOLVED: it was proposed agreed (8 – for, 0 – abstained, 1 – against) not to install an Amazon pick up point at Millbrook Hub

PI56 Tree planting

a) Discuss options for planting of trees in celebration of Platinum Jubilee – Katie Armstrong had circulated details of possible locations and types of trees/benches before the meeting.
RESOLVED: it was proposed and unanimously agreed to purchase a multi stemmed tree to locate opposite the Ambulance Station.
RESOLVED: it was proposed and unanimously agreed to purchase a metal bench
Rob Worth agreed to source some Cary Stone and Philippa Biddlecombe would request a quote for a plaque.

ACTION 220328/10: Rob Worth
ACTION 220328/11: Philippa Biddlecombe

PI57 Youth Shelter

a) To consider the need for a youth shelter – Judi Morison reported that she had met with Youth Connect as part of the LCN pilot. The need for a youth shelter was discussed and it was agreed to contact the Police and seek advice on considerations and possible locations.

ACTION 220328/12: Town Clerk

PI58 Talking Benches

a) To consider request for talking benches – Philippa Biddlecombe reported that a request had been received for more benches to be sited in the town. It was agreed to investigate possible locations.

ACTION 220328/13: Philippa Biddlecombe

PI59 Health and Safety

a) Update on Health and Safety meeting in February and to review recommendations made by Health and Safety Consultant – Philippa Biddlecombe reported that the Health and Safety Consultant had visited the Market House in February and updated documents were awaited.

b) To review the Health and Safety Policy
RESOLVED: it was proposed and unanimously agreed to recommend to Full Council that the Health and Safety Policy is re-adopted.

PI60 Street Trading

a) Consider request from local business to review weekly street trading arrangements in the Undercroft
RESOLVED: it was proposed and unanimously agreed that the weekly street trading arrangements in the Undercroft remain unchanged.

The meeting ended at 20:58

The next meeting of the Properties and Infrastructures Committee will be held on Monday 23rd May 2022 at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 12th May 2022.