Castle Cary Town Council
The Market House
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MINUTES OF PROPERTY & INFRASTRUCTURE COMMITTEE MEETING
held on Monday 27th September 2021 at 7.00pm

Present: Rob Worth (Chair), Nick Crowley, Bob Gilbey, Judi Morison, Pek Peppin, Bob Sherrard and Penny Steiner.
Clerk: Lisa Davis

The meeting started at 19:00

2021

PI12 Apologies for absence
Apologies were received from Margaret Bebbington and Philippa Biddlecombe.

PI13 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.

PI14 Minutes of Property & Infrastructure Committee meeting of 26th July 2021
RESOLVED: It was proposed and unanimously agreed that the minutes of the meeting of 26th July be approved to be signed by the Chair at a later time.
Minutes of Extraordinary Full Council meeting of 6th September
RESOLVED: It was proposed and agreed (for - 4, against – 0, abstained – 3) that the minutes of the Extraordinary meeting on 6th September be approved, subject to an amendment from PP to PB (item TC73), to be signed by the Chair at a later time.

PI15 Action points from previous meetings:
Redundant Churchyard responsibilities – a query was raised regarding the responsibility for the listed table tomb and also if the maintenance of the Churchyard will carry forward to the new Unitary authority. It was agreed to seek clarification from SSDC.

ACTION 210927/1: Town Clerk

PI16 Infrastructure:

a) **Update on paviours** – Rob Worth reported that a meeting had taken place with SCC Highways and a response was now awaited regarding the proposal.
b) **Update on tree appraisal** – Rob Worth reported that a tree appraisal was to be completed at Fairfield and the Cemetery on 10th October.
c) **Spraying of weeds** – it was noted that CCTC contractors do not use glyphosate products. The town centre spraying contract is managed by SSDC who have confirmed that will ask their staff not to spray in close proximity to any food items.
d) **Parking at Priory View** – A letter from a local resident was noted and Judi Morison reported that the padlock on the gate had been replaced.

PI17 Properties – Pavilion and Donald Pither Memorial Field

a) Update on insurance claim for vandalised roundabout – the claim is being progressed with the insurance company.

b) To consider a request for signposts to the Football and Cricket clubs from the main roads
RESOLVED: it was proposed and unanimously agreed to support the request from the Football and Cricket Clubs and that the Town Clerk would follow up with SCC Highways as appropriate.

ACTION 210927/2: Town Clerk

c) To consider a request for sports match advertising boards to be located at the bottom of the Donald Pither Field and Millbrook Car Park
RESOLVED: it was proposed and unanimously agreed to request designs and costs for the erection of a match display board at the Donald Pither Field and an information display board to include Club fixtures at Millbrook Hub.

ACTION 210927/3: Town Clerk

d) To advise of an accident on pathway along the bowls club – it was noted that someone had fallen on the pathway and that SCC Highways would visit to assess if any repairs are required to the pathway.

e) Update on the Pavilion Project meeting and structural survey – Rob Worth reported that the Pavilion Project Group met on 14th September. The Football and Cricket Clubs agreed to produce a priority list of works for a refurbishment project to be discussed at the next meeting and the Town Clerk would find out if a structural survey had been completed.

f) Fairfield update report (PS) – Penny Steiner reported that the Friends of Fairfield Group would be meeting on 28th September. There was no further update.

PI18 Market House:

a) To consider a request for electric heaters for the Undercroft to enable it to be used during autumn/winter and spring months
RESOLVED: it was proposed and unanimously agreed not to purchase electric heaters for the Undercroft as this would be contrary to the Climate Change and Environmental Policy.

b) Update on Assembly and Billiard Room (PP) – the Committee received an update on the works to the Assembly and Billiard Rooms.

c) To discuss the letting of the Assembly Room and Billiard Room – it was agreed that the rooms could be offered for letting at the community rate when they were ready. It was noted that the space is not suitable for public meetings due to the accessibility issues. Pek Peppin would agree a formal arrangement regarding access to the toilet with the Museum and Safetywise would be asked to complete a fire risk assessment once the heating and water were in place. The Marketing and Communications Administrator would produce risk assessments for the use of both rooms.

ACTION 210927/4: Pek Peppin
ACTION 210927/5: Town Clerk
ACTION 210927/6: Colleen Bower

d) Update on new CCTV at the Market House – Rob Worth reported that SES would be starting the installation of the new CCTV on Wednesday 13th October.

e) To discuss access to the Market House emergency keys and to consider who should have knowledge of the code – it was agreed to seek advice about the best location for emergency keys

ACTION 210927/7: Town Clerk/Philippa Biddlecombe

f) **To discuss the 1996 Castle Cary picture and where best to place it in the Market House** – it was agreed that a small group of Councillors would look at possible locations for the picture

ACTION 210927/8: Philippa Biddlecombe, Nick Crowley, Bob Gilbey, Judi Morison, Pek Peppin

PI19 Cemetery and Chapel

a) Update on works to Cemetery driveway – Rob Worth reported that the works to the driveway would be starting on Monday 11th October.

b) To discuss the trees at the Cemetery following the tree surgeons advice - it was agreed to discuss this further once the tree appraisal was completed.

PI20 Toilets/Car Park – Millbrook

a) To discuss funding options for a Shed to be obtained for the Community Larder – it was agreed that a metal shed may be more appropriate. Quotes would be obtained subject to the land owners approval.

ACTION 210927/9: Philippa Biddlecombe

b) Agree a working party to be established to clear the ground for the shed – to be agreed at a later date.

c) To discuss the location of a drinking water tap – it was agreed that a working group would consider options for location and type.

ACTION 210927/10: Philippa Biddlecombe, Nick Crowley, Bob Gilbey, Penny Steiner, Rob Worth

The meeting ended at 20:41

Members of the Council considered the following matters in the exercise of its functions, that "No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability"

The next meeting of the Properties and Infrastructure Committee will be held on Monday 29th November 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 18th November 2021.