Castle Cary Town Council
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MINUTES OF PROPERTY & INFRASTRUCTURE COMMITTEE MEETING
held on Monday 29th November 2021 at 7.00pm

Present: Philippa Biddlecombe (Chair), Margaret Bebbington, Nick Crowley, Bob Gilbey, Judi Morison, Pek Peppin and Penny Steiner.
Clerk: Lisa Davis

The meeting started at 19:00

2021

PI21 Apologies for absence
Apologies were received from Bob Sherrard and Rob Worth.

PI22 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.

PI23 Minutes of Property & Infrastructure Committee meeting of 27th September 2021
RESOLVED: It was proposed and unanimously agreed that the minutes of the meeting of 27th September be approved to be signed by the Chair at a later time.

PI24 Action points from previous meetings:
Castle Cary picture – it was decided to put the picture above the fireplace in the Assembly Room but it had since been realised that it would not fit between the lights so it was now proposed to put it on the wall by the kitchen door.
Market House emergency keys – advice was still needed about the best location for the emergency keys

ACTION 211129/1: Town Clerk/Philippa Biddlecombe

Location of a drinking water tap – it was agreed that the working group would meet before Christmas to consider options for location and type.

ACTION 211129/2: Philippa Biddlecombe, Nick Crowley, Bob Gilbey, Penny Steiner, Rob Worth

PI25 Infrastructure:

a) **Update on paviours** – Philippa Biddlecombe advised that there was no further update from SCC about when the work will be completed.
b) **Update on damaged sign on Blind Lane** – Philippa Biddlecombe reported that a reflective post that had been damaged by a vehicle driving along Blind Lane would be re-instated by SCC.
c) **Update on removal of bollards outside The Market Garden** – the Town Clerk reported that SCC had advised that the bollards would be removed before the end of March 2022. It was noted that the marquee had been moved back.

PI26 Properties – Pavilion and Donald Pither Memorial Field

a) **Update on the Pavilion project meetings and strategy for going forward** – Philippa Biddlecombe reported that a site meeting was due to take place on 30th November to look at the

possible re-location of the garages before the next Pavilion Project meeting on 20th December. It was noted that it may be necessary to appoint an architect in the New Year.

b) Update on insurance claim for vandalised roundabout – the Town Clerk reported that the insurance claim was yet to be settled.

c) Update on play area six monthly inspection report – Philippa Biddlecombe reported that the play inspection report had been received and there were no high risk areas reported. Philippa and the Town Clerk would meet with Mike Stokes to discuss any works to be completed.

Action 211129/3: Town Clerk/Philippa Biddlecombe

d) Fairfield update report (PS) – Penny Steiner reported the Friends of Fairfield Group had a successful volunteers day on 30th October. It was agreed to ask SLR if there were any issues with strimming around the equipment and paths.

Action 211129/4: Town Clerk

PI27 Market House:

a) To consider flooring quote for Billiard Room floor Pek Peppin advised that she had contacted the Architect about the quote received and his view was that the floor should not be sanded or stained but instead cleaned with soap and water and the broken boards replaced. The floor should then be treated with Bourne Traffic Wax. It was agreed that the builder would be asked to do this work.

RESOLVED: it was proposed and unanimously agreed not to accept the flooring quote and to contact the builder regarding the suggested works.

Action 211129/5: Pek Peppin

b) Update on Assembly and Billiard Room (PP) – the Committee received an update on the works to the Assembly and Billiard Rooms. Pek Peppin presented the revised plans for the lift at the Market House that the Architect would be submitting for Listed Building consent in the New Year. Draft plans for the kitchenette were circulated and it was agreed that a separate meeting would be arranged to discuss the requirements further.

Action 211129/6: Pek Peppin/Town Clerk

c) To consider quote for upgrading the lighting tracking in The Shambles
RESOLVED: it was proposed and unanimously agreed that a recommendation be taken to Full Council to accept the quote for the upgrading of the lighting tracking, using budget from the Reserve if necessary.

d) To consider changes to the Museum lease – Pek Peppin reported that some small changes were proposed to the lease. The amendments had been sent to the Solicitor and a response was awaited.

e) Update on works to the Pitching which is due to commence 29th November by Southwest Heritage Trust – it was noted that the works to the Pitching would be completed over a period of around four weeks.

f) To consider booking fees for 2022/23
RESOLVED: it was proposed and unanimously agreed that a recommendation be taken to Full Council to approve the booking fees for 2022/23

PI28 Fairfield

a) **Fairfield update report** – Penny Steiner reported that they will be working on the final signage for Fairfield before the end of the year. The next volunteers day is planned to take place with Carymoor during February half term.

b) **To discuss letter received from resident about the fair –** Judi Morison reported that a letter had been received about issues with noise and rubbish and a request that the Town Council consider an alternative location for the fair. It was agreed that the fair was an asset to the whole community and at the present time there was no other suitable location. The contents of the letter were noted and the Town Clerk would respond to the resident.

Action 211129/7: Town Clerk

PI29 Cemetery and Chapel

a) To consider quote for repairs to seven graves in the cemetery
RESOLVED: it was proposed and unanimously agreed to accept the quote for the repairs to seven graves in the cemetery

b) To identify ownership of two dead trees on the cemetery boundary - it was agreed that the Deputy Clerk would be asked to look into this further and identify the cemetery boundary.

c) To note cemetery fees from January 2022 – noted.

PI30 Toilets/Car Park – Millbrook

a) **To consider options for Millbrook Hub going forward** – Judi Morison reported that the Community Larder had taken off better than expected and three options were considered.
RESOLVED: it was proposed and unanimously agreed that the existing larder is used as a storage area and the 'lettable' space at the other end be used for the larder.
RESOLVED: it was proposed and unanimously agreed to consider further the use of the Billiard Room as a community hot desk facility for those able to manage the stairs.
ACTION 211129/8: Judi Morison/Town Clerk

PI31 Allotments

a) To consider a grant request from Castle Cary Allotment Association
RESOLVED: it was proposed and unanimously agreed to support the Castle Cary Allotment Association with their application to SSDC and to consider a grant towards the purchase of a mower at the next Full Council meeting.

PI31 Wildflowers

a) Update and feedback on Wildflower seminar and progress with community tools – the Town Clerk reported that Spencer Sanderson attended the Wildflower seminar. There was no update regarding community tools.

b) **Wildflower seed giveaway – consider possible areas that could be included in application to SSDC –** it was agreed to ask the Wildflower group to provide suggestions of areas that could be included.

PI32 Grounds maintenance contract tender

a) **Update on grounds maintenance contract due for renewal in April 2022 –** Philippa Biddlecombe reported that the grounds maintenance contract tender would be advertised before the end of December.

PI33 Policies

a) Complaints Policy – to review the Complaints Policy
RESOLVED: it was proposed and unanimously agreed to recommend that the Complaints Policy be re-adopted subject to the change made during the last review being included.

The meeting ended at 20:56

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 24th January 2022 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 13th January 2022.