



MINUTES OF PROPERTY & INFRASTRUCTURE COMMITTEE MEETING

held on Monday 22nd May 2023 at 7.00pm

Councillors present: Philippa Biddlecombe (Chair), Judi Morison, Trevor Oats, Tom Trouton and Rob Worth

Clerk: Lisa Davis

The meeting started at 19:00

2023

PI01 Apologies for absence

Apologies were received from Margaret Bebbington, Steve Evans, Pek Peppin and Angela Piggott.

PI02 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.

PI03 Approval of Minutes of Property & Infrastructure Committee meeting of 27th March 2023

RESOLVED: It was proposed and agreed (3 – for, 2 – abstained, 0- against) that the minutes of the meeting be approved to be signed by the Chair at a later time.

PI04 Action points from previous meetings:

Judi Morison reported that Pek Peppin is awaiting a response from the Architect regarding the chairs for the Assembly Room.

PI05 Infrastructure:

a) Horse Pond The three quotes were discussed

RESOLVED: It was unanimously agreed to accept the quote from Tim Earle-Marsh, subject to clarification of the query regarding the materials being used.

b) Street Naming and Numbering The briefing from Somerset Council was

discussed. There were no comments on the proposed policy but it was agreed that the Town Clerk would contact Somerset Council to confirm that Castle Cary Town Council would like to be involved in the pilot looking at the possible introduction of a pre-agreed list of street names.

Action 230522/1: Town Clerk

PI06 Properties – Pavilion and Donald Pither Memorial Field

- a) To consider options for replacement of door at Catherines Close toilet following repeated vandalism** Philippa Biddlecombe reported that following repeated incidences of vandalism there was a need to look at replacing the door at Catherines Close toilet. It

was agreed to obtain quotes for steel doors with and without payment options so that this could be discussed/consulted on further.

Action 230522/2: Town Clerk

b) To agree Terms of Reference for Pavilion project

RESOLVED: it was proposed and unanimously agreed to adopt the Terms of Reference for the Pavilion project

c) To note updated project plan for Pavilion project

The project plan was noted and it was agreed that Philippa Biddlecombe would contact the Architect to agree the updates.

Action 230522/3: Philippa Biddlecombe

PI07 Fairfield

- a) To consider quote for repairs to pump track surface** A quote had been received from the company who installed the pump track but it was agreed to request two further quotes from local surfacing contractors.

Action 230522/4: Town Clerk

PI08 Market House

- a) Billiard Room – update on issue with wall and cleaning of gutters** Philippa Biddlecombe reported that Stonewood had agreed to complete a scope of the building but had been unable to get the platform level so had recommended that scaffolding is erected to investigate and complete any works required. It was agreed to request three quotes for the scaffolding.

Action 230522/5: Tom Trouton

Philippa Biddlecombe reported that there is also an issue with water leaking into the Shambles. Rob Worth, Tom Trouton and Trevor Oats offered to look at this.

Action 230522/6: Rob Worth, Tom Trouton, Trevor Oats

- b) To consider quote for wi-fi at the Market House** Philippa Biddlecombe reported that she had met with SES who had provided a quote to complete the works. It was agreed to request two further quotes, although it was noted that the Town Clerk had met with Gigaclear in March but they had not provided a quote following the meeting.

Action 230522/7: Philippa Biddlecombe

PI09 Traffic Working Group

- a) Discuss proposed changes to the Terms of Reference for the Transport Advisory Group** The Traffic Working Group had not submitted any proposed changes but as Robert Brown was not present it was agreed to defer this to the next meeting. Judi Morison reported that there were no surprises in the responses to the Community questionnaire regarding traffic and transport.
- b) Discuss progress to date and forward plan** There was no update or discussion about the forward plan as Robert Brown was not present so this was deferred to the next meeting.
- c) To discuss proposal from Traffic Working Group for suggested changes at Station Road and update on meeting with Somerset Council Traffic Management team** The proposal from the Traffic Working Group was noted. Judi Morison, Philippa Biddlecombe, Peter Clark (APC) and the Town Clerk met at Station Road with Somerset Council Traffic Management team to discuss the proposal. It was agreed at the site meeting that white lines would be painted at the junction to discourage drivers from parking dangerously.

PI10 Health and Safety

- a) To review the Health and Safety Policy**

RESOLVED: it was proposed and unanimously agreed to re-adopt the Health and Safety Policy

b) To note the reports from the playground inspections completed in April 2023 Noted

PI11 Jubilee bench

- a) Update on progress with Jubilee bench and tree** Tom Trouton reported that discussions with Abri were progressing well and a risk assessment for the installation of the bench would be sent to Abri as soon as it was completed. It was agreed that the tree would now be planted in the autumn.

The meeting ended at 20.55

The next meeting of the Properties and Infrastructures Committee will be held on Monday 24th July 2023 at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 13th July 2023.