



## Castle Cary Town Council

The Market House  
 Market Place  
 Castle Cary  
 Somerset  
 BA7 7AH  
 Tel: 01963 359631  
 Email: town.clerk@castle-cary.co.uk

### CASTLE CARY TOWN COUNCIL PROPERTIES & INFRASTRUCTURE COMMITTEE MEETING

Held on **Monday 28<sup>th</sup> September 2015** at **6.30pm** in **The Market House**

*This meeting is open to members of the public*

Present: Cllrs Gilbey (chair); Moorhouse; Morison; Thompson; Tilling; Snook; Steiner; Stokes; Weeks

Other: Liz Middleton; Elizabeth Grey; John Hatton (Properties manager)

Item No		Actions & deadlines
PI21	<b>APOLOGIES FOR ABSENCE</b> <ul style="list-style-type: none"> <li>Angela Piggot (holiday) and Terry Philpott (holiday)</li> </ul>	
PI22	<b>DECLARATIONS OF INTEREST</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
PI23	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 26<sup>th</sup> May 2015 2015, and consideration of any action points not listed on the agenda.</b> <ul style="list-style-type: none"> <li><b>Resolved</b> to approve minutes of the above meeting.</li> <li>No points raised not listed on the agenda.</li> </ul>	
PI24	<b>REPORT FROM PROPERTY MANAGER</b> <ul style="list-style-type: none"> <li>The properties manager shared a report on the current state of the town's properties. The following points were added by Cllrs.           <ul style="list-style-type: none"> <li>-Cllr Snook suggested plastic/steel sheeting for the Milbrook toilets instead of tiles. Cllr Weeks reminded the group there is approx. £21,000 left from the dowry. The group felt we ought to make the public more aware of the Town Council's ownership of such buildings. Cllr Gilby to take a look at the toilet and see what needs doing. It suggested a project sheet is completed and it is precepted</li> </ul> </li> </ul>	

	<p>for.</p> <ul style="list-style-type: none"> <li>-Man hole cover needs replacing on the Pither Memorial field. This may be the Town council's responsibility as it is on our land.</li> <li>-In addition to the replacement of the Cemetery Chapel bins, Cllr Weeks suggested the bin near the junior school needs replacing. Mr Hatton believes there is a spare bin in the store for this purpose.</li> <li>-Gas safety certificate required for the mobile gas heaters in the Cemetery Chapel.</li> <li>-Cllr Weeks felt that the money given for a memorial tree needs to be either returned or the tree should be planted in a different location. Mr Hatton suggested the tree gets replanted in the Cemetery Chapel.</li> </ul> <p><b>ACTION:</b> Cllr Weeks to discuss with interested party.</p>	
PI25	<p><b>GROUND MAINTENANCE CONTRACT:</b></p> <ul style="list-style-type: none"> <li>• AMC doing a really good job.</li> </ul>	
PI26	<p><b>PAVILION &amp; DONALD PITHER MEMORIAL FIELD</b></p> <p><b>Pavilion Project and feedback from the meeting with the Clubs:</b></p> <ul style="list-style-type: none"> <li>• FC and CC brought together again to look at fundraising to build a new Pavillion. The capped figure for achieving this would be £500,000. Cllr Weeks shares basic plans and requests permission to pay for an architect to do an initial consultation, which will be shared with the CC and FC.</li> <li>• The group agree to approach Town Council to agree for money for the architect.</li> <li>• Cllr Weeks has procured a quote for 3m track on the Pavillion field for £10,000. Cllr Tilling suggested this may need to be precepted for.</li> <li>• <b>ACTION:</b> Cllr Stokes to investigate the possibility of using the Big Lottery Funding.</li> </ul> <p><b>Pither Project</b></p> <ul style="list-style-type: none"> <li>• A location for a Ball Wall had previously almost been agreed.</li> <li>• Cllr Tilling suggested the arguments for this position should be written down as a starting point with a picture and the dimensions. The CC and FC can then be approached.</li> <li>• <b>ACTION:</b> Cllrs Tilling and Gilby to attend a meeting with FC and CC to discuss this.</li> </ul>	
PI27	<p><b>FAIRFIELD</b></p> <p><b>Maintenance for the Fairfield:</b></p> <p>NW left at 20.18pm to allow councillors to discuss this issue.</p>	

	<ul style="list-style-type: none"> <li>• Cllr Steiner shared two quotes for emergency maintenance of the Fairfield.</li> <li>• <b>Resolved</b> to accept Cllr Week's quote for this occasion and investigate alternative quotes for on-going maintenance.</li> </ul> <p><b>Fairfield project:</b></p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve the following two payments, shared by Cllr Steiner</li> <li>-Topographical survey £460.</li> <li>-Landscape architect plans ready for consultation on 24<sup>th</sup> Oct. (£950).</li> </ul>	
PI28	<p><b>CHILDREN'S PLAY AREA</b></p> <ul style="list-style-type: none"> <li>• Play Area equipment inspection by SSDC – Health and safety issue identified have been dealt with.</li> </ul>	
PI29	<p><b>Motion to approve tree works on the Oak tree at the Donald Pither Memorial field in addition to the Maple tree in the play area for an amount of £200 plus VAT.</b></p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve the above spend</li> </ul>	
PI30	<p><b>MARKET HOUSE</b></p> <p><b>Motion to allocate a sum of money up to a maximum of £100 to repaint the BT phone box</b></p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve the above spend</li> </ul> <p><b>Market House (Shambles)Electric problems-update</b></p> <ul style="list-style-type: none"> <li>• Five sockets in The Shambles are not working. SSDC have been informed and an electrician has investigated. Findings suggest this is an issue spillers now need to resolve. Cllr Weeks suggests a new processes is need to ensure problems are dealt with more quickly.</li> </ul> <p><b>To consider combined phones and internet contract quotes</b></p> <p>BM: recommends are contracts are all changed over to BT for £79 per month. This would be unlimited wi-fi and 20 times faster than we get now.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to agree to the change in contract</li> </ul>	
PI31	<p><b>CEMETERY AND CHAPEL REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>Mirror erected but requested to be relocated:</b> The owner will be approached to allow the mirror to be moved for better, more realistic understanding of traffic. Charles requested to action this.</li> </ul> <p>Shed Door Works</p>	

Repairs to Drive tarmac

Chapel Maintenance programme- to include draught exclusion to be fitted to the Chapel doors, sourcing engineer to service the portable calor heaters

- **Cleaning of toilet and locking of toilet:**

- The estimated cost of cleaning the toilet is £97 per year, which the town council will be responsible for. Training/instructions to be given to the cleaner (the same cleaner as cleans the Cemetery Chapel). Sanitary wear to be disposed of in a bin provided.

- As long as a risk assessment is completed, there are no restrictions placed on the toilet opening by the insurance company. Cllr Weeks requested the insurer's comments are received in writing to prevent any further problems.

- **Disposal of toilet waste:** To be done by volunteer but may need to be taken on by the Town Council at a later date.
- **Cleaning materials storage:** To be kept in the garden shed. Key required.
- **Toilet paper dispenser:** Unlocked dispenser to be used.
- **Signage:** Rail and sign to be installed (by Graham) to support and direct users to the toilet.
- **Shed window and wiring on the side of the shed:** To be replaced by Cllr Gilby and Mr Hatton.
- **Consider request for water station at the bottom of the cemetery:** Darren Stevens to be asked to take water to a water station on a regular basis.
- **Draft Exclusion:** To be completed by BG
- **Gas Heaters:** Clerk requested to clarify whether the heaters must have guards fixed to the wall or not. Alan Gibbons (health and safety expert) to be consulted

**Motion to approve proposals for managing the letting of the Chapel for non-funeral related purposes-See documents distributed:**

- **Resolved** to accept the proposed document with the following amendments
  - To include information about gas heater
  - To include information about the toilet now being available.

PI32	<b>ROUND HOUSE</b> <ul style="list-style-type: none"><li>• The group agreed for the Round House to be used during Big Christmas</li></ul>	
PI33	<b>BUS SHELTERS AND SEATS</b> <p><b>Motion to request the Westpark Bus Shelter is added to the bus shelter</b></p>	

	<p><b>window cleaning schedule:</b></p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to add Westpark bus shelter to the window cleaning schedule.</li> </ul>	
PI34	<p><b>WAR MEMORIAL AND HORSEPOND:</b></p> <ul style="list-style-type: none"> <li>• War memorial will be cleaned before 7<sup>th</sup> Nov 2015.</li> <li>• The floating island of rushes should be removed by contractors</li> <li>• Cllr Stokes to consult with Lawrence</li> </ul>	
PI35	<p><b>CCTV</b></p> <ul style="list-style-type: none"> <li>• Nothing reported.</li> </ul>	
PI36	<p><b>MILBROOK CAR PARK TOILETS-</b> Wall tiles in the ladies</p>	
PI37	<p><b>CATHERINES CLOSE TOILET</b> <b>Motion to approve the purchase of a CCTV Camera, camera adjustments with the option to purchase a replacement up to date recorder &amp; monitor</b></p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve purchase of an up to date recorder and monitor and to reposition the current cameras.</li> </ul>	
PI38	<p><b>INFRASTRUCTURE-</b> Training contribution-re - strimming footpaths and bridleways.</p> <ul style="list-style-type: none"> <li>• Cllr Tilling suggested the cost and complication of being part of this scheme is not worth our involvement. The group agreed.</li> </ul> <p>Highways-Conflicting road markings, issue of parking tickets on Sundays and parking bay problems.</p> <ul style="list-style-type: none"> <li>• Cllr Stokes is in the process of complaining to Highways</li> </ul>	
PI39	<p><b>ANY OTHER BUSINESS:</b></p> <ul style="list-style-type: none"> <li>• Centaur services – are worried about the Torbay trading estate signs. Cllr Weeks has spoken to Mr.Nicholson about repairing the signs.</li> <li>• The salt bins need to be checked for sufficient salt supply and highways to be informed if more is required</li> </ul>	
PI40	<p><b>DATE OF NEXT MEETING-</b></p>	

DRAFT