



## Castle Cary Town Council

The Market House  
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### Castle Cary Town Council Properties & Infrastructure Committee

Monday 19th December 2016 at 6.30pm at The Market House

**Present:** Bob Gilbey, (Chair) Nick Weeks, Martin Atkins, Liz Stokes, Sally Snook, Penny Steiner, Judi Morison, Sue Hake (Town Clerk)

Item No	DRAFT MINUTES	
PI94	<b>Apologies for absence</b> Barry Moorhouse, Terry Philpott, Barbara Williams	
PI95	<b>Declaration of interest.</b> Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting. LS declared an interest for items relating to the maintenance caretaker	
PI96	<b>Exclusions of the press and public:</b> To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors) None requested	
PI97	<b>Confirmation of minutes of the Properties &amp; Infrastructure meeting held on 24<sup>th</sup> October 2016</b> <b>Resolved:</b> Agreed	
PI98	<b>To receive Maintenance-Caretaker &amp; Clerks Report</b> Maintenance Report circulated	
PI99	<b>Pavilion &amp; Donald Pither Memorial Field</b> Update for date of expected completion to finish surface of track on DP field with smaller sized stones Final surfacing will be completed early 2017. NW reported clubs to come back with a plan for the Pavilion project in January with a view there is no progress, the Town Council need to make steps to try to push forward the progress of new changing facilities.	
PI100	<b>Children's Play Area</b> Repair works are planned to be implemented	

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PI101	<p><b>Market House</b></p> <p>NW: High level works will commence in January</p> <p>The CCTV camera will be removed whilst the scaffold is erected</p> <p>JM: informed the committee,an acid wash was suggested for the pillar to reduce the effect of graffiti</p> <p><b>Action:</b> SH to email if PCSO to enquire if has made contact with the parents of youths putting graffiti on pillars</p>	SH
PI102	<p><b>Cemetery and Chapel</b></p> <p>BG: received email from friends of chapel and has put up netting</p> <p>Fallen Memorials to be reinstated by BG and MS</p>	
PI103	<p><b>Bus Shelter and Seats</b></p> <p>NW-feedback from local companies for re-location of bus shelter</p> <p>NW meeting with bus companies in January</p>	
PI104	<p><b>Roundhouse</b></p>	
PI105	<p><b>War Memorial and Horsepond</b></p> <p>Horsepond testing update and weed removal request made to Chris Cooper</p> <p><b>Action:</b> SH to chase Chris Cooper for response</p> <p>Liz informed the group Mr Huggins was requested to remove the weed when informed</p>	SH
P106	<p><b>CCTV</b></p> <p>Due to the inaccessibility to the existing rear camera of the Market House b/f from previous meetings</p> <p>To consider the relocation of existing camera at the back of the Market House to cover the Library and footpath for when scaffold is erected wc 16<sup>th</sup> January for commencement of roof gutter works</p> <p>To consider the purchase and installation of an additional camera to cover the Post Office, Roundhouse and section of Bailey Hill car parking</p> <p><b>Action:</b> SH to request the removal of the current camera for now</p>	SH

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PI107	<p><b>Millbrook Car Park Toilets-</b></p> <p>To discuss the continued proposed Reduction for the Millbrook toilet facilities to have access to a single unisex toilet using the disabled toilet facility from 1<sup>st</sup> November</p> <p><b>Action:</b> SH to cancel the contract hand wash units, and establish costs for reduced cleaning and opening, ascertain rates to be brought to the January meeting and record in the newsletter</p> <p><b>Action:</b> JM to look into uses for the block and funding for other use of the redundant parts of the building and report back</p>	<p>SH</p> <p>JM</p>
PI108	<p><b>Catherine's Close Toilet-</b></p> <p>Consider and discuss best option to reinstate a replacement for the vandalised baby changing facility</p> <p><b>Action:</b> SH to ask MS to put a block support for changing unit</p> <p><b>Action:</b> SS to forward contacts of mums to request assistance with daily monitoring of the facilities</p>	<p>SH</p> <p>SS</p>
PI109	<p><b>Fairfield –</b></p> <p>109.1 Request received for return visit for circus 1<sup>st</sup> week of July</p> <p><b>Action:</b> SH to confirm to the circus and the Fairfield group to ensure flat area is available if paths are being worked on</p>	<p>SH</p>
PI110	<p><b>Financial Risk Assessment</b></p> <p>110.1 Prioritise Maintenance Schedule – SH went through the priority of works list</p> <p>110.2 Feedback re-suggestion of enquiring if APC wish to contribute towards play area and or Cemetery</p> <p><b>Action:</b> PS to make tentative enquiries to be made in 2017 on shared costs of facilities</p>	<p>PS</p>

<b>Item No</b>	<b>DRAFT MINUTES</b>	
PI111	<p><b>Infrastructure-</b></p> <p>111.1 Woodcock Road Closure January</p> <p>The traffic lights</p> <p><b>Action:</b> SH to request Wales and West put the barriers in and provision of a lollipop lady for school children</p> <p>Ask School to feedback to the Town Council</p> <p>111.2 Signs</p> <p>BG and MS to clean sign at toll cottage</p> <p>Acknowledge Tom Burr offer of assisting with painting finger posts NW and MA to make contact</p> <p>111.3 Recommend to pursue Carpark restriction enforcement-</p> <p><b>Action:</b> SH to progress with enforcement request</p> <p><b>Action:</b> SH to contact conservation officer to ascertain opinion of signage on the Pitchings</p> <p><b>Action:</b> SH to pursue proposal to take suggestion of requesting taking over the Pitching from Highways</p>	<p>SH</p> <p>SH</p> <p>SH</p>
	<p><b>Confirm date of Next Meeting</b></p> <p><b>Monday 27<sup>th</sup> February 2017</b></p>	

| Approved as a correct record.....B Gilbey 27 February 2017