



Castle Cary Town Council

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**CASTLE CARY TOWN COUNCIL
 PROPERTIES & INFRASTRUCTURE COMMITTEE MEETING
 Monday 29th February 2016 at 6.30pm in The Market House**

Present: Bob Gilbey (Chair); Barry Moorhouse; Terry Philpott; Sally Snook; Penny Steiner; Liz Stokes; Laura Tilling; Nick Weeks.

Also Present: Sue Hake (Town Clerk), Anna Branson (minute taker)

Item No	Minutes	Actions & deadlines
PI1	APOLOGIES FOR ABSENCE: Judi Morison (Holiday), John Thompson (unwell)	
PI2	DECLARATIONS OF INTEREST : Liz Stokes declares interest in any matters relating to our Maintenance Employee	
PI3	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 23 November 2015.</p> <p>Nov P155: typo 'toilets' not 'toilers' and 'Catherine's Close' should be 'Milbrook'.</p> <ul style="list-style-type: none"> • Resolved to accept the minutes of the meeting held on 23rd Nov with the above amendments 	
PI4	REPORT FROM PROPERTY MANAGER: Nothing to report	
PI5	GROUND MAINTENANCE CONTRACT: Nothing to report	

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PI6	<p>PAVILION & DONALD PITHER MEMORIAL FIELD</p> <p>Pavilion Project and feedback from the meeting with the Clubs</p> <p>Pither Project-track, store and muga: NW reported David Norris has written to confirm that CCTC don't need planning permission for the track on the Pither Memorial Field. Furthermore, as long as the storage facility for the lawnmowers does not exceed 200m³ and 4m in height, this building will not need planning permission.</p> <p>If the clubs would like a muga, it was suggested they approach the 106 officer for money towards the project.</p> <p>ACTION: Contact the clubs and give them until the end of April to investigate the muga and inform the council of their intentions.</p> <p>Trees on the Pither memorial field: NW will be cutting two trees in the fairfield in the next few weeks.</p>	TP
PI7	<p>FAIRFIELD- PS reported</p> <p>Maintenance for the Fairfield: No positive responses to the tender. NW is happy to maintain the field in an ad hoc basis around the development work due to take place. The councils will retender for the works when the paths are in place.</p> <p>Fairfield project: Presentation given to both councils earlier in the month and three quotes for the development of the Fairfield have been received. These are between £32,000 and £61,000. Pathway quotes have been received between £40,000 and £50,000. Applications have gone into the Clarks and Viridor for grants. SSDC will put forward the 10%, should the project need it.</p> <p>Trees on the Fairfield: in hand with NW.</p>	
PI8	<p>CHILDREN'S PLAY AREA</p> <p>BG reported that the small gate has been removed from the play field – the second time in two weeks. The Properties manager is in the process of fixing this.</p> <p>Ball wall: The group decided the ball wall will be installed and then moved if the muga goes ahead. Quotes are still being gathered to cost the ball wall.</p> <p>ACTION: Three quotes for the ball wall to be sourced ready for the next properties meeting</p>	JM & SH?

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PI9	<p>MARKET HOUSE:</p> <p>Sockets in The Shambles: The electrician came to fix the sockets, however, They were unable to complete the job.</p> <p>ACTION: NW will talk to Pam Williams to find out what is happening with electrician.</p> <p>Glass roof Cleaning:</p> <ul style="list-style-type: none"> PS proposed the council recruit a window cleaner to manage cleaning the roof. Resolved to approve the above proposal. <p>NW requested the cleaning of the gully be added to the Market House checklist to be completed quarterly.</p> <p>ACTION: Add the cleaning of the gully on the glass roof to the checklist quarterly.</p> <p>The Market House Asset Transfer: The business plan has been sent and was due to go before the district executive meeting in March, however this has been postponed until April to allow for a revaluation.</p>	<p>NW</p> <p>AB</p>
PI10	<p>CEMETERY AND CHAPEL</p> <p>Review of Cemetery Terms and Conditions: An example of Cemetery Terms and Conditions were shared with the committee and briefly discussed.</p> <p>ACTION: BM offered to amend the terms and conditions to bring back to the group for consideration at the next Properties meeting and circulated to the Friends of the Cemetery Chapel.</p> <p>Chapel Maintenance feedback: Inside of the doors are painted and attempted draft exclusions.</p> <p>LT reported that Liz Middleton is no longer a member of the Friends of the Cemetery Chapel, and Elizabeth Grey has take over the position of chair. The group wanted to thank the Town Council, especially Bob, for their hard work on the chapel. LT will no longer be the councillor link with the Friends of the Chapel group and suggested another councillor might like to take on this role.</p> <p>Follow up - Sourcing and engineer to service the portable calor heaters: Sally suggested an Engineer for Calor services.</p> <p>ACTION: Bob will make contact with the engineer.</p>	<p>BM</p> <p>BG</p>
PI11	<p>ROUND HOUSE</p> <p>Now licenced for weddings – first booking for a wedding ceremony received for July.</p>	

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PI12	<p>BUS SHELTERS AND SEATS</p> <p>Moving of the bus shelter and putting proper shelter and signs has stalled.</p> <p>ACTION: NW offered to move forward with this and will report back at the next properties meeting.</p>	NW
PI13	<p>WAR MEMORIAL AND HORSEPOND</p> <p>This has been cleaned and valued at £140,000 for insurance purposes.</p>	
PI14	<p>CCTV for Catherine's Close Toilets</p> <p>Three quotes for new recorder, monitor and additional camera presented to the council.</p> <p>yMonda quoted £558.50 (+VAT) – 8 channel recorder, monitor, additional camera + labour. Microphone put in toilet would come on after the toilets have locked to record sound from people who should not have been there.</p> <ul style="list-style-type: none"> • PS proposed, NW seconded the council accept yMonda's quote. <p>Resolved to accept the above proposal.</p>	
PI15	<p>MILBROOK CAR PARK TOILETS-</p> <p>The wall tiles in the ladies have been replaced and the building working well.</p> <p>The solar panels to be cleaned on a regular basis – to be added to a check list for the maintenance person.</p>	

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PI16	<p>CATHERINES CLOSE TOILET –</p> <p>Letter received from Friends of the Milbrook Toilets and shared with the councillors.</p> <p>ACTION: SS will contact Andrew Cross regarding the interior light being left on while the door is locked and find out whether an additional exterior light can be installed to show when the is open when it should be locked</p> <p>ACTION: SS will investigate signs to go on the outside of the toilet doors.</p> <p>ACTION: SH to reply to the Friends, addressing their concerns and ask that a rota for checking the door is closed and therefore locked in the evening.</p> <p>Proposed: £200 to spend on electrician and £50 for the sign. Resolved</p> <ul style="list-style-type: none"> The committee are resolved to allow up to £200 for the required works to be carried out by the electrician and up to £50 for the production of a sign to the exterior of the toilet door. <p>The maintenance person will be charged with changing the clocks on the locking system.</p>	<p>SS</p> <p>SS</p> <p>SH</p>
PI17	<p>INFRASTRUCTURE-</p> <p>Re-instatement of road markings for Yeovil and Shepton at the triangle: an email has been sent regarding this matter, it now needs to be chased by the Clerk.</p> <p>To review the current status of the Full Council decision to request closure / diversion of the footpath adjacent to the primary school site. To consider the level of financial support required from CCTC related to the application (c£1500-£2000) and make a recommendation to Full Council in March.</p> <p>ACTION: NW will have a discussion with the landowner to see if the is an option of redirecting the path and then discuss with Henry Hobhouse on how this can be achieved. To be reported back at the next Properties meeting.</p>	<p>NW</p>

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PI18	<p>ANY OTHER BUSINESS</p> <p>Asbestos surveys: The group agreed this may need to be done for the Pavillion when the proposed developments have taken place.</p> <p>Asset Maintenance Checklist:</p> <p>ACTION: TP to create templates for the asset maintenance checklist and send to Bob ready for next properties meeting.</p> <p>Financial Risk Assessment:</p> <p>ACTION: Business proposal for the Milbrook Toilets carpark to be created by BG and NW with support from SH for Nov 2016.</p> <p>Children's Playgroup inspection reports: A formal process needs to be in place by March 2016. In the short term, the current form will be used to record the weekly maintenance inspections. A new form to be devised and training to be given when the new maintenance person starts in the position.</p>	<p>TP</p> <p>NW, BG and SH</p>
PI19	<p>DATE OF NEXT MEETING- 25 April 2016</p>	