



## Castle Cary Town Council

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### CASTLE CARY TOWN COUNCIL PROPERTIES & INFRASTRUCTURE COMMITTEE MEETING Monday 25<sup>th</sup> April 2016 at 6.30pm in The Market House

**Present:** Bob Gilbey (Chair); Barry Moorhouse (Minute Taker); Terry Philpott (Late Arrival) ; Sally Snook; Penny Steiner; Liz Stokes; Nick Weeks; Judi Morison

**Also Present:** Barbara Williams (Potential Councillor)

Item No	Minutes	Actions & deadlines
PI20	<b>APOLOGIES FOR ABSENCE:</b> Pek Peppin	
PI21	<b>DECLARATIONS OF INTEREST :</b> Liz Stokes declares interest in any matters relating to our Maintenance Employee	
PI22	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 29<sup>th</sup> February 2016</b> PI2: typo "Declarations of Interest" should be worded as above. <ul style="list-style-type: none"> <li><b>Resolved</b> to accept the minutes of the meeting held on 29<sup>th</sup> Feb with the above amendment</li> </ul>	
PI23	<b>GROUND MAINTENANCE CONTRACT:</b> Potentially the contract for the Donal Pither Filed may need modifying to include mowing a 1 metre strip on each of the driveway when completed.	
PI24	<b>PAVILION &amp; DONALD PITHER MEMORIAL FIELD</b> <b>Feedback re MUGA Investigation from Clubs</b> – nothing received from the Football or Cricket Club. <b>Resolved</b> that this matter be dropped until a detailed proposal is received from the Clubs <b>Driveway Progress</b> – Work expected to start in May (depending on weather) a specific site on the Fairfield Ground for excess topsoil needs to be indentified and communicated to the contractor. <b>Request for works at Pavilion</b> – Possible redecoration of kitchen area and installation of water heater. To be investigated <b>Trees</b> – Some trimming and cutting back required at edge of footpath. Rest of work completed.	

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PI25	<p><b>FAIRFIELD</b></p> <p><b>Maintenance for the Fairfield:</b> Resolved that no further attempt will be made to secure a maintenance contract until the major development work is completed. Nick Weeks will carry out any ad-hoc mowing / cutting as required.</p> <p><b>Fairfield project:</b> Signs have been put up at both entrances informing public of the joint ownership and the basic rules of use. Viridor have been given all the information they requested and are due to make a decision on July 2016. We have verbal agreement that we can start on the Fairfield for work NOT being funded by Viridor, <b>a written confirmation is awaited and needs chasing.</b></p> <p><b>Trees on the Fairfield:</b> Offer of new trees from Nick Weeks was discussed and it was agreed that it would probably be best to wait until the Autumn before replanting at the Fairfield. 2 trees have been removed as requested.</p> <p><b>Fair – Town Clerk to write to Mr Burnett</b> confirming that the Fairfield will be available for the Fair on Sat October 15<sup>th</sup> on the same terms as last year. (Any) contractors who may be working over this period to be informed that the main field must be clear for the Fair</p> <p><b>Information:</b> The next newsletter to include information concerning restricted access during works on the Fairfield. To be followed up by precise details in various media when work starts.</p>	<p><b>PS asap</b></p> <p><b>Town Clerk End of April</b></p> <p><b>PS asap</b></p>
PI26	<p><b>CHILDREN'S PLAY AREA</b></p> <p><b>Ball wall:</b> Quotes are still being gathered to cost the ball wall.</p> <p><b>Vandalism:</b></p> <ol style="list-style-type: none"> <li>1. <b>CCTV Damage</b> The CCTV images have been given to the police and the youths responsible for the damage to the CCTV have been identified. <b>Town Clerk to ensure follow up action by police / school.</b> Sally Snook to inform Friends of the Toilet group of this result.</li> <li>2. <b>Lower Gate</b> Investigation to find prices for a stronger (metal?) gate and hinge post.</li> </ol> <p><b>Inspection and Training Reports.</b> GB Sports have completed their inspection and there are several minor matters to be addressed – none of them are identified as moderate or severe risk. Mike Stokes has had some basic training in inspection of playground equipment.</p>	<p><b>Town Clerk</b></p> <p><b>SS</b></p> <p><b>RG</b></p>

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PI27	<p><b>MARKET HOUSE:</b></p> <p><b>Sockets in The Shambles:</b> Electrical work completed. Skirting to be replaced</p> <p><b>Glass roof Cleaning:</b> Cleaning completed. SSDC Raised issue of “inadequate” insurance by contractor. <b>Town Clerk to clarify with SSDC</b></p> <p><b>The Market House Asset Transfer:</b> The asset transfer has been approved by SSDC and the option to delay transfer until April 2017 was discussed. It was agreed that we should proceed with the transfer as soon as possible.</p>	<b>Town Clerk</b>
PI28	<p><b>CEMETERY AND CHAPEL</b></p> <p><b>Review of Cemetery Terms and Conditions:</b> The new terms and Conditions were approved by a unanimous vote on a proposal to accept by BM and seconded by NW. They will be issued to the Web Master for adding to the website and a master copy to the Town Clerk.</p> <p>A laminated copy to be added to the Cemetery Notice Board</p> <p><b>Sourcing an engineer to service the portable calor heaters:</b> No contractor has been found who is willing to undertake this work.</p> <p><b>Tree on Grave.</b> A mature holly tree has been reported as growing on a grave. This has been there for many years and was almost certainly self seeded. It was agreed to take no action.</p> <p><b>Emptying of Silos</b> The wood silo contents have been shredded and is available as mulch if anyone would like to collect. The sub-soil Silo needs emptying and its potential use on the Fairfield site was raised. PS to investigate its use for Fairfield ground works</p>	<b>BM</b>          <b>PS</b>
PI29	<b>ROUND HOUSE</b> – Nothing to report	
PI30	<b>BUS SHELTERS AND SEATS</b> – Nothing to report	
PI31	<b>WAR MEMORIAL AND HORSEPOND</b> – Nothing to report	
PI32	<b>CCTV</b> – Town Clerk to clarify whether we have a maintenance contract for our CCTVs. Current outstanding work by SES is still outstanding - to be chased by Town Clerk	<b>Town Clerk</b>
PI33	<b>MILBROOK CAR PARK TOILETS-</b> Further investigation required on current costs and potential cost saving measures that could be implemented. To be reported at next P&I Meeting	<b>RG</b>

Item No	Minutes	Actions & deadlines
PI34	<p><b>. CATHERINE's CLOSE TOILETS</b></p> <p><b>Guttering and Maintenance.</b> It was resolved by majority vote (1 abstention) to authorise the Maintenance Manager to spend up to £400 on materials plus additional hours for the Maintenance Man to make suitable repairs / replacements to guttering and fascia boards.</p> <p><b>Lighting</b> Sally Snook had an estimate of £100 to provide an internal buzzer that would sound continuously if the light was on AFTER the automatic door locking time was past. It was agreed that she should ask for the cost of an additional outside light to illuminate if the buzzer was sounding. (Note that £200 has already been allocated for this work)</p> <p>Signs have been installed concerning vandalism reporting</p>	<p><b>RG</b></p> <p><b>SS</b></p>
PI35	<p><b>INFRASTRUCTURE-</b></p> <p><b>Re-instatement of road markings for Yeovil and Shepton at the triangle:</b> an email has been sent regarding this matter, it still needs <b>to be chased by the Clerk.</b></p> <p><b>Footpath by School –</b> Nothing to report.</p>	<p><b>Town Clerk</b></p>
PI36	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Risk Assessments:</b> Still require to be documented</p> <p><b>Asset Maintenance Checklist:</b> No action – the proforma spreadsheet <b>to be forwarded by TP to RG</b></p> <p><b>Location of Properties Stop Cocks –</b> it was agreed that the location of utilities stop cocks should be made known to all relevant personnel, recorded by the Town Clerk in a form that is accessible out of hours and be clearly labelled</p>	<p><b>RG</b></p> <p><b>TP</b></p> <p><b>Mike Stokes and Town Clerk</b></p>
PI37	<p><b>DATE OF NEXT MEETING- 27<sup>th</sup> June 2016</b></p>	