



Castle Cary Town Council

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**CASTLE CARY TOWN COUNCIL
PROPERTIES & INFRASTRUCTURE COMMITTEE MEETING
Monday 27th June 2016 at 6.30pm in The Market House**

Present: Bob Gilbey, (Chair) Martin Atkins, Barry Moorhouse, Nick Weeks, Barbara Williams

Officer in attendance: Sue Hake, Town Clerk

No Members of the public

Item No	MINUTES	Actions & deadlines
PI38	APOLOGIES FOR ABSENCE Judi Morison, Penny Steiner, Terry Philpott, Liz Stokes no longer attending, Sally Snook	
PI39	DECLARATIONS OF INTEREST	
PI40	APPROVAL OF MINUTES OF THE MEETING HELD ON 28th September 2015. And 25th April 2016	
PI41	NOMINATION OF VICE CHAIR BM Nominated NW – Resolved: To agree and accepted by NW	
PI42	GROUND MAINTENANCE CONTRACT- BG confirmed this is being completed as contracted	
PI43	PAVILION & DONALD PITHER MEMORIAL FIELD Progress of works at Pavilion NW has now requested the track be deferred and completed as soon as the weather improves BG informed councillors works for the extractor fan and water heater etc amounting to under £500 will be carried out in the coming week	

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PI44	<p>FAIRFIELD</p> <p>Maintenance for the Fairfield</p> <p>NW confirmed he has cut the pathways and the main area of the field.</p> <p>NW requested the fencing at the Fairfield, supported by BM subject to being budgeted for in the Precept.</p> <p>The Clerk stated she did not believe this was budgeted for as quotes had been forwarded as part of the funding requests for the pump park</p>	
PI45	<p>CHILDREN'S PLAY AREA</p> <p>Ball wall-quotes</p> <p>Action: to be progressed by JM</p> <p>Vandalism:</p> <p>The Clerk provided feedback relating to the youth responsible for breaking the camera and was asked to recontact the police officer dealing with the issue to ascertain if reimbursement for the replacement can be obtained from the parents</p> <p style="padding-left: 40px;">Action: Clerk to contact police officer to verify if any action can be made to obtain reimbursement from the parents</p> <p>Inspection training and reports:</p> <p>The Clerk confirmed attendance with Mike Stokes to a Playground inspection training session.</p> <p>The Clerk circulated the monthly report provided by Mike recording checked items requiring maintenance actions</p> <p><i>The floor safety surface was one of the issues highlighted and NW stated he</i></p>	<p>JM</p> <p>Clerk</p>
PI46	<p>MARKET HOUSE</p> <p>Camera installed, bench removal and litter /vandalism</p> <p>A camera has now been installed at the front of the Market House which is hoped will reduce the problems arising from litter and vandalism</p> <p>Resolved: BG will delay the removal of the bench and monitor problems at the Market House</p> <p>NW also requested the cleaning off the drink spilt onto the front wooden doors</p> <p>Action: Clerk to request cleaning of front wooden door</p> <p>NW- Electrics to monitor</p>	<p>BG</p> <p>Clerk</p>

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PI47	<p>CEMETERY AND CHAPEL</p> <p>Portable calor heaters service being progressed by the friends of the chapel</p> <p>This is continuing to be progressed by the friends of the Chapel</p> <p>Emptying of silo's</p> <p>To be monitored and action date to be agreed to coincide with other works</p>	
PI48	<p>ROUND HOUSE</p> <p>The Clerk notified Councillors BG has made a cover to go in the roundhouse in preparation for the first wedding to be held on 23 July.</p>	
PI49	<p>BUS SHELTERS AND SEATS</p> <p>NW-feedback re-location of bus shelter</p> <p>NW to follow up for next meeting</p>	NW
PI50	<p>WAR MEMORIAL AND HORSEPOND</p> <p>NW raised concerns about pond weed that has been put into the Horsepond but will need to be removed quickly before it takes over the pond.</p> <p>Action: The Clerk and BG to follow this up</p> <p>BW stated the algae is fermenting and will liaise with the volunteer who looks after the pond on his return.</p>	Clerk/BG RW
PI51	<p>CCTV –update requested further maintenance visit on cameras to be made by SES</p> <p>SH confirmed the maintenance contract runs Jan-Dec and SES will be attending Thursday morning at 8.30pm to look at the reported fault with the camera images on the monitor.</p>	
PI52	<p>MILBROOK CAR PARK TOILETS-</p> <p>NW,BG,SH Review of costings and future use update in preparation for requested completion for Nov16</p> <p>BG circulated the cost analysis for the toilets</p> <p>Action: BG to obtain further costings for any improvements</p> <p>Action: the Clerk requested to ascertain what the rateable value would be from the VOA with the proposed changes</p> <p>Action: the Clerk to contact the cleaning company to obtain costings for reducing number of toilet openings and cleaning</p>	BG Clerk Clerk

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PI53	<p>CATHERINES CLOSE TOILET –</p> <p>Quote for replacement fascia boards etc</p> <p>Resolved: to renew guttering and paint fascia boards rather than replace with PVC.</p> <p>Action: The Clerk to request works to be completed</p> <p>Vandalism</p> <p>The Clerk reported the cleaner has informed her that she is often going into the toilet block to find toilet roll has been unrolled and removed and set fire to in the middle of the room and has received a request to close toilet facility earlier time of 6pm</p> <p>Resolved to change the closure to 9.00pm</p>	<p>Clerk</p> <p>Clerk</p>
PI54	<p>INFRASTRUCTURE-</p> <p>Clerk feedback-Re-instatement of road markings for Yeovil and Shepton at the triangle</p> <p>The Clerk Has copied emails into Mike as unable to obtain answer and LS to include on her list to follow</p> <p>Action: the Clerk to forward copy of the email showing images of previous wording.</p> <p>Footpath adjacent to primary school-NW-feedback after discussion with the landowner to see if there is an option of redirecting the path and then discuss with Henry Hobhouse on how this can be achieved.</p> <p>NW reported Manor Farm did not have a problem with the suggestion of relocating the footpath.</p>	<p>Clerk</p>
PI55	<p>Additional items</p> <p>Risk assessments maintenance checks</p> <p>The Clerk confirmed maintenance checks being made with Play area weekly in addition to all properties being inspected and record of actions required documented</p> <p>NW requested cleaning of solar panels at Millbrook toilets</p> <p>Action: BG and the Clerk to progress</p> <p>MA suggested looking at costing maintenance materials from Kellaways Wincanton for comparison</p>	<p>BG/Clerk</p>
PI56	<p>DATE OF NEXT MEETING- 22 August 2016</p>	