



## 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 22<sup>nd</sup> August 2016** at **6.40pm** in **The Market House**

**Present:** Bob Gilbey Chair, Martin Atkins, Barry Moorhouse, Terry Philpott, Sally Snook, Penny Steiner, Liz Stokes, Nick Weeks

**Officer in attendance:** Sue Hake

**Members of Public:** Nicky Caro and Justin Birch

Item No	Minutes	Actions & deadline
PI57	<b>APOLOGIES FOR ABSENCE</b> Judi Morison, Barbara Williams	
PI58	<b>DECLARATIONS OF INTEREST</b> None declared	
PI59	<b>Public Session</b> ( <i>if any member of the public wishes to speak</i> )	
PI60	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 27<sup>th</sup> June 2016</b> <b>Resolution:</b> Approved	
PI61	<b>To receive Maintenance-Caretaker &amp; Clerks Report</b> Maintenance/Caretakers monthly report confirmed received and to continue to be circulated for information purposes	
PI62	<b>Recommendation:</b> To review and approve Terms of Reference <b>Action:</b> PS agreed to circulate the Properties & Infrastructure terms of reference to all councillors for approval at the Prom and Comm	<b>PS</b>
PI63	<b>GROUND MAINTENANCE CONTRACT-</b> Contract Tender due for renewal or extension 2017 Recommendation: To extend the contract for a further year to end 31 <sup>st</sup> March 2018 <b>Resolution:</b> To offer the existing contract at the current price	
PI64	<b>PAVILION &amp; DONALD PITHER MEMORIAL FIELD</b> Update on installation of Track NW stated works to commence when road closure reopens to the red brick house	

Item No	Minutes	Actions & deadline
PI65	<p><b>CHILDREN'S PLAY AREA</b></p> <p><b>PI 65 .1 Recommendation: to approve the repair of safety surfacing in the Play Area up to an amount of £1000.</b></p> <p>Safety surfaces are curling at the edges and are a safety hazard Proposal to go with the GB Sports as this is the cheaper option</p> <p><b>Resolution:</b> Approved</p> <p>PS suggested we put a laminated sign to explain why the area is out of commission and put on the website</p> <p><b>PI 65.2 Feedback (SH) from Yarlington Homes/ Catherines Close residents on use of metal gate</b></p> <p>SH gave feedback about a telephone call received from Yarlington Homes on behalf of the residents who were raising concerns about the reopening of the metal gate into the children's play area. Residents have been requested to forward their concerns in writing to the Market House</p>	
	<p><b>MARKET HOUSE</b></p> <p>Repaired bench reinstated to entrance of Market House</p> <p>The reinstated bench area will be monitored and reviewed to make a decision as to whether this will be a permanent fixture</p>	
PI67	<p><b>CEMETERY AND CHAPEL</b></p> <p><b>PI 67.1</b> Portable calor heaters serviced</p> <p>Both of the Chapel heaters have been serviced</p> <p><b>PI 67.2</b> Emptying of silo's</p> <p>These will be dealt with at the time of the Pavilion track works</p> <p><b>PI 67.3</b> Area around drains to be repaired</p> <p>SH confirmed MS will be repairing these and need to prevent vehicular access for the areas to set</p>	
PI68	<p><b>BUS SHELTERS AND SEATS</b></p> <p><b>PI 68.1</b> NW-feedback re-location of bus shelter b/f from April &amp; July</p> <p>No feedback</p> <p><b>PI 68.2</b> Bus Shelter cleaning</p> <p>SH highlighted the need to do a more thorough clean of the bus shelter and has obtained a price for the Market House roof window cleaner to do this</p> <p><b>Action:</b> TP to contact Chris Cooper from Street Scene to enquire about community service workers completing this and any additional works</p>	TP

Item No	Minutes	Actions & deadline
PI69	<p><b>WAR MEMORIAL AND HORSEPOND</b></p> <p>Horsepond testing and weed removal</p> <p>BG asked LS to contribute with information</p> <p>LS reported Lawrence cleans the pond voluntarily &amp; confirmed BW has made contact with Lawrence</p> <p><b>Action:</b> LS agreed to ask Lawrence Huggins to remove the weed from the pond</p>	<p><b>LS</b></p>
PI70	<p><b>CCTV</b> –new power unit installed in panel above toilet door in Market House. SES requested us to monitor and report any further problems</p> <p>To consider the relocation of the existing camera at the back of the Market House to cover the Library and footpath for when scaffold is erected 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>Action: TP&amp; NW to raise at the Asset transfer meeting on Wednesday</p>	<p><b>TP,NW</b></p>

Item No	Minutes	Actions & deadline
PI71	<p><b>INFRASTRUCTURE-</b></p> <p>Highways reinstating road markings has been confirmed to be included on schedule of works but still no date to action</p> <p>Potential closure/redirection of footpath to lodge hill adjacent to Castle Cary Primary School.</p> <p>Background: The public access on the footpath which splits the site to be a detrimental to the operation of the school and an issue related to child safety. NW requested the support of the town council to progress the issue. CCTC have previously discussed the subject)</p> <p>Options</p> <ol style="list-style-type: none"> <li>1. Decide if CCTC support the views of the school</li> </ol> <p>If we do what level of support do we provide</p> <ol style="list-style-type: none"> <li>1. Letter of support to the school with them managing the application.</li> <li>2. CCTC manage the application, with the school providing funding.</li> <li>3. CCTC manage the application and provide the funding c £2k by including in the 2017-18 Precept or allocating funds from the Council's reserves</li> <li>4. Other variation on the above.</li> </ol> <p>Recommendation to go to full council in September</p> <p>TP enquired if the Council had received a written request for this SH confirmed no written request had been received from the Primary School to action this.</p> <p>LS informed the Committee the Head had asked if the Council could work with the Primary School on this</p> <p><b>Action:</b> SH to write to the Deputy Head to ask to arrange a meeting with the Chair of Castle Cary Town Council to discuss the proposal of relocating the footpath</p>	SH
PI72	<p><b>MILBROOK CAR PARK TOILETS-</b></p> <p>Recommendation To approve reducing the Millbrook toilet facilities to have access to a single unisex toilet</p> <p>Resolution: Approval to reduce the toilet availability for a three month trial to the disabled one to commence 1<sup>st</sup> October 2016 but SH to request Glenn Cleaning to continue to clean.</p> <p>SH confirmed the solar panels have been requested to be cleaned</p>	SH  BG/SH

Item No	Minutes	Actions & deadline
PI73	<p><b>CATHERINES CLOSE TOILET –</b></p> <p>To approve the purchase of a further camera on the Catherines Close toilet block</p> <p>Recommendation to replace the vandalised camera</p> <p><b>Resolution:</b> to approve the replacement of the vandalised camera</p>	
PI74	<p><b>DATE OF NEXT MEETING- 24 October 2016</b></p> <p>TP highlighted this committee will need to consider what is required in readiness for the budget meeting in November</p> <p><b>Action:</b> SH to request MS to provide costings for items that need to be actioned</p> <p>TP raised concerns about the signage</p> <p>PS stated signs will be discussed at the Prom and Comm meeting</p>	<p><b>SH</b></p> <p><b>PS</b></p>