



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 Monday 24th October 2016 at 6.30pm at The Market House

Present: Bob Gilbey, Chair, Judi Morison, Pek Peppin, Penny Steiner, Sally Snook, Martin Atkins, Nick Week, Liz Stokes

Item No	MINUTES	Actions & deadline
PI75	Apologies for absence, Barry Moorhouse, Terry Philpott, Barbara Williams	
PI76	Declaration of interest. 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. Liz Stokes declared an interest on any items linked to the Maintenance-Caretaker	
PI77	Exclusions of the press and public: To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors) No items for exclusion	
PI78	Confirmation of minutes of the Properties & Infrastructure meeting held on 22nd August 2016 Amendments requested and the minutes to be approved at the next meeting	
PI79	To receive Maintenance-Caretaker & Clerks Report PI79.1 Maintenance Report circulated It was confirmed the items are prioritised PI79.2 Barclays Bank information-email circulated The Cash point machine is to be removed at 4.30pm on Tuesday 1 st November and a new machine installed Information confirmed to have been received by Councillors	

Item No	MINUTES	Actions & deadline
PI80	<p>Pavilion & Donald Pither Memorial Field</p> <p>NW is obtaining quote from contractor to finish surface of track on DP field with smaller sized stones.</p> <p>NW reported quotes are being obtained for the completion of the surface to the track, a drain needs to be installed between the poo bin at the gate and the dip, the matting will be removed by the contractor, the final finish will be discussed.</p> <p>The date for the final finish will be discussed at the Pither Memorial field meeting.</p> <p>The grounds maintenance contract needs to include the addition of mowing the 1metre adjacent to the edge of the track.</p> <p>We need to establish the rule for carparking at the Pavilion.</p> <p>The gates should be locked after events and no overnight parking permitted</p>	
PI81	<p>Children's Play Area</p> <p>Recommendation- Budget for items as per Maintenance report</p> <p>We have received reconfirmation for the lowest quote to be held for the liquid soft surface repair work and the quotes for the HDPE boards and the automatic soft closer for the play area gate were confirmed to each be under £200 and so all will be actioned.</p> <p>LS informed the group a letter had been issued to the residents of Catherine's Close explaining the follow up actions and ongoing monitoring.</p>	

Item No	MINUTES	Actions & deadline
PI82	<p>Market House</p> <p>PI82.1 Bench condition review and decision going forward</p> <p>There is a constant litter problem at the front of the Market House and the bench is no longer fit for purpose</p> <p>Action: the Clerk to investigate the possible contribution from the original benefactor and notices to be erected to request use of the bin.</p> <p>A further suggestion was made to reinstate the metal gates to restrict access to the area out of hours.</p> <p>PI82.2 Clock – To decide if works to clock to be pursued, and if agreed decision for budget allocation</p> <p>The lease states CCTC are responsible for the maintenance of the clock.</p> <p>We need additional quotes for the repairs to be made.</p> <p>Pam Williams has advised of possible funding from SSDC Area East and Ian Durrant from Wincanton could provide a quote for the clock works.</p> <p>PP showed the group pictures of the sculptures at the front of the Market House of a lion and a unicorn but it was noted the horn was missing from the unicorn.</p> <p>It was agreed for PP to investigate costs for the renovation of the unicorn.</p>	
PI83	<p>Cemetery and Chapel</p> <p>Suggestion from member of the public to have works made on the well pump</p> <p>It was not thought this would be necessary and the suggestion of putting a water connection through the chapel wall was rejected.</p> <p>Mr Weeks proposed If you have the energy to fill the tank please do.</p> <p>It helps those that haven't to water flowers too.</p> <p>The unauthorised painting of the memorial garden plaque was discussed and the culprit remains unknown.</p> <p>It was suggested to wait to see if any more painting occurs before attempts at removal.</p>	

Item No	MINUTES	Actions & deadline
PI84	<p>Bus Shelter and Seats</p> <p>PI84.1 NW-feedback re-location of bus shelter NW to ascertain views of local companies about the proposed relocation</p> <p>PI84.2 Bus Shelter cleaning To be discussed at a later meeting</p>	
PI85	<p>Roundhouse</p> <p>Agree a method to make the steps into the Roundhouse safe and allocate budget requirement</p> <p>A suggestion was made to provide a set of temporary wooden steps if needed after a period of monitoring.</p> <p>It was suggested to provide a temporary movable warning notice about the steps</p>	
PI86	<p>War Memorial and Horsepond</p> <p>Horsepond testing and weed removal</p> <p>The Horsepond will be cleaned in time for Remembrance Sunday by the volunteers who maintain the cleaning of the pond on a regular basis.</p> <p>NW proposed that Castle Cary should have a yacht club for model boats for a regatta.</p> <p>The idea of the regatta will be discussed at the next Prom and Comm meeting</p>	
PI87	<p>CCTV</p> <p>Due to the inaccessibility to the existing rear camera of the existing rear camera on the Market House. The item was brought forward from the previous meeting</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 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>The proposal was to just take the camera down and then consider more accessible locations.</p>	

Item No	MINUTES	Actions & deadline
PI88	<p>Millbrook Car Park Toilets-</p> <p>Reduction for the Millbrook toilet facilities to have access to a single unisex toilet using the disabled toilet facility from 1st November for a trial period of two months following the relocation of the baby changing facility</p> <p>Actions: Notice to go onto the Cary Crier, social media, Website, the contractor needs to be notified, the lock on the disabled toilet may need to be changed and the baby changing unit needs to be relocated.</p>	
PI89	<p>Catherine's Close Toilet-</p> <p>Update in vandalism and camera</p> <p>This item should only appear if needed</p>	
PI90	<p>Fairfield – Request received by volunteer on Information Point to hold fair on Fairfield at time of carnival 2017</p> <p>No objections were raised for the fair to revisit.</p> <p>PP raised the subject of the well in the Fairfield. She is visiting Well Farm to ascertain the position of the well and is proposing this could be a possible feature of the Fairfield.</p> <p>Members of the Fairfield group will be visiting the field to consider options for clearing and maintaining the site.</p>	
PI91	<p>Financial Risk Assessment</p> <p>Inspection of all CCTC properties</p> <p>Maintenance Schedule-</p> <p>Weekly written inspection reports for the Childrens Play Area</p> <p>Recommendation: Agree budget items and Increase budget allocation for Maintenance -Caretaker to a maximum of £8500</p> <p>Staff time taken to complete paperwork was queried. It was requested that the line manager monitor and feedback to the finance meeting for a decision to be made on the salary budget requirement.</p> <p>Discuss suggestion in ref to enquiring if APC wish to contribute towards play area and or Cemetery</p> <p>Action: LS to discuss possible contributions with Chris Edwards Chair of Ansford Parish Council</p>	

Item No	MINUTES	Actions & deadline
PI92	<p>MOAT Garden</p> <p>Moat garden group are able to raise funds to purchase the land but have asked Henry Hobhouse to ask if the Town Council wish to consider purchasing the land (HH to submit brief summary report with agenda)</p> <p>No report had been submitted and It was agreed that if the Primary School use the land they may wish to be involved in its maintenance.</p> <p>It was unanimously agreed the Town Council do not wish to purchase or manage any aspects of the Moat Garden</p>	
PI93	<p>Infrastructure-</p> <p>PI 93.1 Highways reinstating road markings-still no date for actioning To be followed up at the next meeting</p> <p>PI 93.2 Woodcock Street Road Closure January-Notification e-mailed To be followed up at the next meeting</p> <p>PI 93.3 Signs- complaint about state of entrance to CC at junction outside of Turnpike Cottage, Galhampton Road including the railings Councillors were notified of the concern raised and will monitor</p>	
	<p>The meeting closed at 8.35pm</p> <p>Confirm date of Next Meeting</p> <p>27th February 2017 but sooner meeting to be decided</p>	