



Castle Cary Town Council

The Market House
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PROPERTIES & INFRASTRUCTURE MEETING MINUTES

held at 6:30pm on Monday 14th August 2017 at the Market House, Castle Cary

Present: Nick Weeks, Chair, Martin Atkins, Bob Gilbey, Debra Henderson, Barry Moorhouse, Sally Snook, Penny Steiner, Barbara Williams

Officer Present: Susan Hake, Town Clerk

Public Session (if any member of the public wishes to speak)

4 members of the public attended

2017

PI46 Apologies for Absence

Bob Gilbey, Terry Philpott, Judi Morison

PI47 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

PI48 Confirmation of minutes of the Properties & Infrastructure meeting held on 26th June 2017

Resolved: Agreed

INFRASTRUCTURE

PI49 Car Parking

49.1 Millbrook-Parking monitoring report from volunteer residents to be received
Tessa Gayford reported on Millbrook car park monitoring stating Tuesday as the highest usage day with approximately 25 residents parking in Millbrook long stay

SS gave a detailed report on research completed about parking permits, charges, and income explaining the Council would need to manage and pay for enforcement if this method was to be pursued

NW explained one parking space would be lost in the short stay area but more gained in the town if the bus stop is relocated

NW proposed do not action parking permits but continue monitoring

49.2 Catherines Close Parking monitoring report from BW to be received
BW reported there are always spaces except on Tuesdays and confirmed two parking spaces are used by one resident

DH suggests being pro-active and continue to look at how other towns are managing parking

SS also suggested owners with garages may rent space for vehicles although TG stated she had not had success with this previously

BM reported feedback from Yarlington, confirming they are the owners of Catherine's Close road and stated no emergency services have formally reported problems accessing the retirement bungalows because of the cars now parking on the road and not in the car park

Residents using Millbrook car park agreed to monitor the situation again in November and feedback to the Council

The green verge is believed to be privately owned

ACTION: to request Garry Green remark the parking spaces around the town

49.3 Feedback from all actions requested at previous meeting

PROPERTIES

PI50 Pavilion & Donald Pither Memorial Field

50.1 Quote for extra works to track on DP Field received -NW
NW explained the problems with the temporary track subject to progressing with the Pavilion project £2250 plus VAT dig out corner taker out top level and put tarmac on the corners which will enable the Cricket Club to use the rollers that will not grip on gravel
BM advised it may be possible to do a viement
Action: Cricket Club to be asked to make a contribution to the track

MA suggested a tarmac binding product may be possible

Action: MA to contact Abruff

NW advised the site needs to be levelled

NW to use the same contractor and will obtain a firm Quote and request BM to suspend standing orders

Resolved: Agreed

Action: SH to arrange a recreation management meeting is arranged to be followed with a formal letter to request no access is given to tradesmen without permission from the TC

50.2 Discuss CCTC for works vehicles to access private properties and fees to be charged

50.3 Discuss plans circulated by TP and working with Cricket Club for DP Pavilion Project
NW explained the football club are no longer interested in pursuing a new building on this site
To be discussed further after meeting with the cricket club

50.4 Consider requests for DP field bin and agree suitable location

Resolved: Bin to be located between the bench and the dug out to the side of the path

Action: Properties to look at toilet facilities at a future point

PI51 Play Area and Toilet

51.1 Survey monkey questionnaire-JM

Action: to be followed up at next meeting

51.2 New Play Equipment quotes sent to SSDC 106 officers

Action: SH to forward e mails to NW

51.3 Vandalism and CCTV camera/audio update

SH confirmed emails have been sent to chase up progress with Ymonda
BM requested costs of vandalism are included in the newsletter or on
facebook

Action: SH to create new nominal and allocate Maintenance time for
vandalism

PI52 Market House

52.1 Quote £2376 plus VAT received for scaffold Pitching side of building to
access gutters and windows, review all works required and 5 year plan

Action: SH to recirculate the original survey to act as a prompt for works at
all levels

52.2 Asset Transfer Lease meeting feedback

BM reported some minor issues with the most recent draft lease and the
Town Council will be liable for the maintenance and dowry will be used for
initial works being made

Action: Presentation requested to be made to the Council for new
councillors to know the background of the decision for this

PI53 Cemetery and Chapel

53.1 Hedge plant location adjacent to toilet footpath

Action: SH to raise letter to the Friends of the Chapel to request to move
the hedge away from the pathway before next Spring

53.2 Discuss the concerns raised by Friends of the Chapel in reference to
cutting of flowers in grass at the Cemetery

Action: SH to ask Friends of the Chapel to advise the Maintenance contractor
areas to pay extra attention to.

Information to be forwarded to the Clerk by September for specific items of
grounds maintenance to be included in the tender document

PI54 Bus Shelter and Seats

Cost of relocation feedback

NW reported a cost of £25k to relocate the bus stop

NW confirmed strategic money may be available linked to the new housing

Action: NW to look into further and come back with more information

PI55 Roundhouse

Step repairs to be completed

PI56 Fairfield - Update

PS reported sport for England and tesco bags have asked for additional info
Michael Eavis has declined
Delaware offered £500 & Hadspen £2000
Centaur and Crown not yet responded
PS went through the path quotes
Fairfield working group have recommended the GJS is the preferred contractor
MA raised concerns for not using the cheapest price provided as an estimate

Action: PS to go back to Mr Smith to provide a firm quote before making the final decision and ascertain guarantee and possibly contact the local solar farm company

PI57 Horsepond

57.1 Approve pond treatment costs of not more than £100 to include hydrated Lime- NW & LT
NW reported first treatment made and no one is to go into the pond for a period of 10 days but results looks positive

Resolved: agreed to continue

57.2 Weed in Horsepond needs to be removed/controlled before replanting is considered for 2018

Water lillies may be possible to be replanted

57.3 NW confirmed Mr Huggins remains part of voluntary group who clean the Horsepond

PI58 Millbrook Toilets

NW- To discuss Issues for gutting the unused areas of the toilet block and compliance of the lease

NW reported we need to apply for change of use and VAT would apply

NDR may change depending on what we decide to use them for

Action: NW to look at the lease held in the Clerks office

PI59 Review edited version and agree Properties and Infrastructure Terms of Reference

Resolved: to accept the amended Terms of Reference circulated

PI60 Reports from Councillors, Clerk and Maintenance-Caretakers report

Action SH to circulate the maintenance report by e-mail & contact Chris Cooper to remove the trailer in Millbrook

The meeting closed at 8.35pm

Date of Next Meeting -23rd October 2017

Items for future meeting

Approved as a correct record.....N Weeks 31 October 2017