



## Castle Cary Town Council

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### Castle Cary Town Council Properties & Infrastructure Committee

Meeting held on Monday 24th April 2017 at 6.30pm at The Market House

#### DRAFT MINUTES

**Present:** Bob Gilbey, Chair, Barry Moorhouse, Pek Peppin, Terry Philpott, Sally Snook, Penny Steiner, Barbara Williams, Nick Weeks

**Officer Present:** Sue Hake, Town Clerk

**Member of the public:** one member of the public and one officer from SSDC

**PI16: Apologies for absence:** Judi Morison

**PI17: 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.

**PI18: 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)

**PI19: Confirmation of minutes of the Properties & Infrastructure meeting held on 27<sup>th</sup> February 2017**

**Resolved:** Agreed by attendees

**PI20: To receive information from Adrian Moore, SSDC to discuss 106 monies for play and youth facilities**

Adrian Moore explained the 106 monies for Play and Youth need to be used before Oct 2018 advising it cannot be used to renovate existing equipment

AM offered to contact Tim Cook and Area East to see if there may be additional funding available to top up the £10,559 106 monies

He recommended asking the community for ideas by doing a leaflet drop to local residents and community groups to request suggestions forwarded to the Clerk  
Leaflet drop to immediate local residents

Decide products required, obtain at least three quotes

Procurement process- apply to SSDC for issue offer letter likely to go into Spring 18

BG SS NW to meet AM 5.30pm Tuesday 2<sup>nd</sup> May to discuss in more detail

**Action:** NW to chase up statement of 106 monies

**PI21: To receive Maintenance-Caretaker & Clerks Reports**

The format of the Maintenance report was queried and requested to be changed.

**Actions:** TP prepare an amended form that can be used to report back to Properties  
BG SH and JM to review the role of the maintenance-Caretaker

**PI22: Pavilion & Donald Pither Memorial Field**

Bin request for DP field on footpath in vicinity of dugout/bench

**Action:** SH was requested to re-contact Chris Cooper to query the reinstatement of the litter bin which if refused by Street scene to empty to enquire if the capacity of the existing bin can be increased

The problem of the track surface was discussed

**Action:** BG/SH to purchase two 5 miles per hour signs via Dave Marsh if possible

The Pavilion project was discussed and the decision by the football club to not continue with this

**Action:** Properties committee to schedule a meeting to discuss the Pavilion

**PI23: Children's Play Area-**

Update on gate

The Gate closure stop has now been fitted

**PI24: Market House** Rail request for the steps at the front of the Market House

This will be included in the request for the Listed Building Consent with the request for the signage approval

**PI25: Cemetery and Chapel**

Update

Decorating the Chapel will commence this week

**PI26: Bus Shelter and Seats**

NW-update for re-location of bus

NW reported the bus company has suggested making an entrance in to the two hour car park which would lose approx. 4 parking spaces but may gain 6 if the bus spaces are changed to car parking

**PI27: Roundhouse-**

Repairs required to steps damaged by vehicle

**Action:** BG to commence cementing step

**PI28: Fairfield –**

Update - Drainage works

PS reported drainage works are imminent and will chase to pursue

PS circulated sample of bonded recycled tyres rubber that will be used for the footpaths

**PI29: Horsepond-**

Update on cleaning

Horsepond has been cleaned twice and will be cleaned by Lawrence Huggins

Once a week remove sluice and to let the water down

## **PI30: Infrastructure-**

### **30.1** discuss carpark restriction enforcement and carparking issues in Castle Cary

The carparking report was discussed in reference to the parking in the car parks  
BM requested TP finds out the costs of enforcement officers per day to also incorporate the 2 hour restricted section in Millbrook

PP suggested flyers are prepared and notices put in notice boards to state enforcement will be commencing first week of June

**Action:** PP to prepare leaflet with BM BG and BW to put flyers in the carpark and on cars

### **30.2** discuss parking problems in residential areas

The resident from Chapel Close was invited to speak

IT was explained that Highways have suggested obtaining the Council support the request for double yellow lines at the throat of the entrance to Chapel Close and note that the dropped kerb rule cannot be enforced as the profile pavement has not been reinstated

BM proposed writing to support the request of double yellow lines and reinstating profile pavements

**Action:** Clerks requested to write a letter to highway to request the reinstatement of profile pavement and installing double yellow lines in Chapel Close in addition to requesting the yellow painting of Disabled spaces outside of the Market House

The issues previously raised for the concerns with parking in Victoria Road

NW proposed white lines in entrances and white lined boxes are requested to Colin Fletcher to be installed by Highways on Victoria Road

**Action:** Clerks requested to contact Colin Fletcher to request solid white lines to entrances and white lined boxes

**Action:** TP was requested to contact Gary Green to request car parking space survey

## **Confirm date of Next Meeting**

Monday 26<sup>th</sup> June 2017

Items for future meeting

Meeting closed at 20.44pm