



Castle Cary Town Council

The Market House
Market Place
Castle Cary
Somerset
BA7 7AH

Tel: 01963 359631

Email: town.clerk@castle-cary.co.uk

PROPERTIES & INFRASTRUCTURE APPROVED MINUTES

**For the meeting held at 6:30pm on Monday 22nd January 2018 at the Market House,
Castle Cary:**

Present: Nick Weeks, Martin Atkins, Judi Morison, Bob Gilbey, Debra Henderson, Pek Peppin, Terry Philpott Sally Snook, Penny Steiner

Officer Present: Sue Hake, Town Clerk

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

One member of the public

2018

PI01 Apologies for Absence

Barbara Williams

PI62 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

PI02 Confirmation of minutes of the Properties & Infrastructure meeting held on 31st October 2017

Resolved: Agreed

INFRASTRUCTURE

PI03 a) Pavements update

Highways have confirmed marked pavements will be repaired during half term week

b) Discuss County Council proposal to charge for on street parking

NW is currently awaiting feedback from Mike Lewis

c) Discuss Review of parking times and decide actions

1. Do nothing; the current 2hr limit is satisfactory

2. Obtain more information from a wider range of town centre business / people using the parking spaces with a formal report to Properties and Infrastructure.

3. Liaise with County Highways re the process for change and their opinions.

Recommendation: Cllrs to agree the required action: project lead, project plan to include timescales and person(s) responsible.

It was noted only one business owner who had not attended the meeting had expressed concerns to the council to request support to increase the time limit for parking in the town centre

SS proposed to leave the on-street parking at two hours for the time being although the new Chamber of Commerce may wish to complete research and a consultation to look into this further at a later date

Resolved: Cllrs voted 8 in favour, 1 against

- d) To consider SSDC proposal request to lose two Millbrook Short stay car parking spaces for electric charging points

Resolved: To support the scheme in principal but go back to the officer to request the spaces are allocated in the long stay area for a two hour period

Action: SH to seek further details:

- To clarify the type of charge, ie; slow, medium or fast,
- How will this be enforced,
- Who pays for the electric and how

- e) Signage concern raised by SCC Highways

Action: PP and JM are meeting with Gary Warren about another subject and will discuss his request to remove the sign at the turnpike cottage junction on the Galhampton side entering Castle Cary

PROPERTIES

PI04 Pavilion & Donald Pither Memorial Field

- a) Pither Project report on meeting with the Clubs
TP explained the Football Club have requested support for a temporary fence barrier for the duration of the season which is a requirement if the Club should be promoted
Cricket Club have agreed with this in principle subject to a promotion happening

NW reported the Council will take the lead for the proposed project
The Football Club have informed the Council they do not support the inclusion of a room that could be used by the Council or other groups to hold meetings
The project would be separated into 4 phases with the final phase being the possible replacement of the Pavilion

JM requested revisiting the Project Plan

DH suggested incorporating access to toilet facilities for the Fairfield

PS and NW agreed to look at toilet facilities on the Fairfield

TP recommended the outline agreement of temporary pitch fencing subject to further detailed specification prior to any installation

Resolved Agreed for a letter of support for the erection of a temporary fence

Action: SH to write a letter to the Football Club to support the fence in principle subject to further detailed specification prior to any installation

- b) Tenders for Pavilion project architect

Resolved: Agreed TP to complete the specification in preparation for architect design drawing tenders to be obtained

PI05 Play Area

Update on 106 monies for the play equipment and equipment SS

SS went through the Proludic quote who were the only company who had submitted one as she had been unable to get one from Komplan

SS explained there may be a possibility to obtain sponsorship from the Rubber factory for the ground surface

PS suggested working together with SS as some of the equipment is similar.

BG suggested matting would be a cheaper option

Action: SS to contact Rob Parr to progress enquiries

Action: JM to take a proposal to Youth Matters to use Ball Wall funding to finance a Basket Ball Hoop by the Cricket Nets

Action: SH to confirm with Pam Williams the 106 monies are to be allocated to the Fairfield equipment and not the Play Area

Action: SS to report back on youth Shelter at the next meeting

Action: JM to set up meeting with Youth Council with NW and SS

PI06 Market House

a) Schedule of work on the pitching side of the Market House, scaffolding, extent of work, timing and other Market House works including bird problems
SSDC will be appointing a contractor in the next three weeks when it is hoped the urgent works will be scheduled in

b) Market House clock maintenance (single quote received)

Action: SH to request the clock is serviced and any additional remedial works may be identified

c) Market House Asset transfer

It was confirmed Judy Hayter has retired and her work will be allocated to a different associate

Action: TP to resend a copy of the latest draft lease to Pek and anyone else who requests this.

d) Councillors were informed SH had concerns about safe repairs to the roof netting damaged when a fallen roof tile cut through it

Action: SH to put in writing concerns of doing the work and receive confirmation in writing MS is happy to safely complete this work accompanied by a colleague

PI07 Cemetery and Chapel

a) Moving hedge in the cemetery

NW suggested obtaining written assurance the Friends will be responsible for maintaining the hedge

LT reported the hedge will be not grow higher than 4 to 5 feet

The concerns raised by the Council are that It is a Beech hedge and branches are very stiff and the hedge planted is only 7 inches from the path and will need to be cut back tight to keep off of the path

BG confirmed it will be possible to move away from the path in the next month without killing it

LT stated the friends could water the hedge once a week through the summer

Action: LT to go back to Graham House and the friends to obtain agreement for the hedge to be relocated by BG NW and for the group to water through the summer

b) Cemetery T & C's ruling update

Cnclrs were informed of increasing problems with ornaments/vases being placed on actual graves rather than headstone plinths made of inappropriate materials such as glass with increased difficulty for grass cutting and maintaining the cemetery in these areas.

Options of communicating the T&Cs were discussed such as notice board, undertakers or the website and the need to clearly state the Town Council cannot be held responsible for any items left at the Cemetery

Action: Clerks to bring the proposed T & C's back to the committee

c) Cemetery fees -Parochial charges increase

Fees were confirmed to be implemented in line with the annual January Parochial increases as previously approved by Full Council

PI08 Bus Shelter and Seats

Feedback

NW reported Gary Green is no longer in post but he will continue to make enquiries about the bus shelter

PI09 Roundhouse

Step repair update

Action: BG to repair when time allows

PI10 Fairfield

a) Pump park report PS

PS confirmed the report made at Full Council the previous week

Pump Park funding has been confirmed

b) Contractor for Pump park ground works

Clark and Kent will now start 12th February

c) Trees on land adjacent to Fairfield (emails circulated)

PS and Chair of Ansford will visit the neighbour and owner of the trees
NW has been in touch with the SSDC solicitor and confirmed planning
Permission has been granted

It was also confirmed the neighbour has previously been notified of
proposed changes to the Field

PI11 Horsepond

a) Mayday event 2018 will be held on Mayday bank holiday

b) NW reported the Fire service will be hosing the silt out as an initial start to try to remove the weed from the pond

PI12 Toilets

Millbrook toilet works to commence

Action: NW to obtain quotes for electrical works prior to removing the toilet units

PI13 Reports from Councillors, Clerk and Maintenance-Caretakers report

SH reported vandalism has reduced recently and that MS is to meet with TP to confirm maintenance reporting format

Action: SH to request all staff time be notified associated with dealing with repairs to vandalism to be incorporated to costing

Action: SH to request a two hour meeting commencing first thing in the morning for the contractor to meet with NW,MA and BG

PI14 Vandalism

Improved

Action: SH to contact people who have Offered of assistance to meet with SS and JB

PI15 Grass cutting & Grounds Maintenance contracts

Monitoring of contract MA – confirmed

PP requested Roundup or glyphosate are not used in our public places

Action: Notification of all substances used by the contractor to be requested and the requirement to be specified in the contract agreement

Date of Next Meeting – 26th March 2018

Items for future meeting

The meeting closed at 8.30pm