



## Castle Cary Town Council

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### **APPROVED MINUTES OF PROPERTIES & INFRASTRUCTURE MEETING** held at 6:30pm on Monday 26<sup>th</sup> March 2018 at the Market House, Castle Cary

**Present:** Nick Weeks, Chair, Martin Atkins, Justin Birch, Bob Gilbey, Debra Henderson, Judi Morison, Pek Peppin, Terry Philpott, Sally Snook, Penny Steiner, Barbara Williams

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

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

7 members of the public attended

**2018**

**PI16**

#### **Apologies for Absence**

**Resolved:** No Apologies received

**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

**Resolved:** No declarations made

**PI18**

**Confirmation of minutes of the Properties & Infrastructure meeting held on 22<sup>nd</sup> January 2018**

**Resolved:** Agreed

#### **INFRASTRUCTURE**

**PI19**

a) Pavements update: repairs revised date w/c 26<sup>th</sup> March

**Action:** NW to contact Mike Lewis to pursue

b) Feedback on meeting with Gary Warren re: Signage concern raised by SCC Highways

**Action:** TP to contact Gary Warren by the next meeting

c) Feedback on further details requested and response to proposal to locate the spaces for electric charging points to the longer stay car parking at Millbrook

**Action:** SH to chase and feedback details about the electric charging to the next meeting

d) Update on complaint about Delivery drivers to Centaur services defecating in a public area.

NW confirmed Centaur are monitoring the situation

**Action:** NW to go back to Centaur Services to obtain an update

e) Request for Grit bins in Olympic Drive and Coombe Close

**Action:** SH to contact Chris Cooper to ascertain if additional grit bins would be filled and ascertain if road has been adopted at Olympic Drive and/or if Yarlinton homes will supply a grit bin

**Action:** The clerks to contact the people requesting bins to ascertain if they or someone in the vicinity would be prepared to accept and store a plastic container offered to be supplied by NW that could be filled with a supply of grit held by the Town Council

### **P119 Item e Amended at P & I Meeting 29<sup>th</sup> May 2018**

MA discussed grit bins and suggested tote bins

**Action:** Deputy Clerk to contact the people again to request a site is identified and notified to the Council

Paviments

Some paviments have been replaced but not all that have complained

**Action:** Deputy Clerk to recontact Highways and ask why the paviments have not been repaired and copy Mike Lewis into e-mail

Signage

Car Charger point to be removed from agenda until further feedback received

## **PROPERTIES**

### **PI20 Pavilion & Donald Pither Memorial Field**

- a) Report on quotations for new store  
JM reported earmarked funds from the Pither project and Tourism could be used for the project  
MA confirmed the contractor for the second quote will attend tomorrow evening  
The third contractor is still to confirm a date to attend to provide the quote  
NW confirmed the Clubs have been included into discussions and will continue to be informed  
MA reminded councillors that there are limitations on the erection of the store building within permitted development  
It was noted the target date for the quotes will be the second week of April
- b) Letter from Football Club and Cricket Club  
The contents of the letter were noted
- c) Update on Project Plan  
JM confirmed a project plan needs to be created  
**Action:** JM, NW and TP to create a project plan
- d) Update on architect specification  
TP explained to the two members of public attending from the Cricket Club about the basic specification to obtain prices to obtain drawings and informed them there is no final detailed specification at present  
PP raised concerns about funding competing with Caryford Hall to make it clear that it is a Sports building that can be used by the Community  
TP requested confirmation councillors were happy with the content

## PI21 Play Area

- a) Catherine's Close Section 106 Play Area equipment update  
SS gave feedback the 106 monies form is being signed by the Clerk and Chair  
And confirmed the additional equipment will be fully covered  
TP asked if a deposit will be required at the point of ordering
- b) Youth Shelter  
NW and SS will be looking at Youth Shelter options

## PI22 Market House

- a) Update on appointed contractor  
SH confirmed notification from Peter Biggenden the new contractor will be commencing in April 2018
- b) Sealing flags  
SH confirmed costs have been requested for sealing the Flagstones in the Market House
- c) Polishing floor  
SH also confirmed costs have been requested for treating the wood flooring in the Shambles
- d) Update on lift  
SH confirmed repairs have been completed including replacing the batteries to the unit with one exception of replacing the fob which has not been progressed due to the cost. Regular checks are still able to be made on the lift by alternative methods to ensure the batteries do not overcharge  
**Resolved:** Councillors agreed not to replace the fob at present
- e) Report on progress of Market House Asset transfer  
TP confirmed this is going slowly and is with the new solicitor and Pam Williams is continuing to chase  
PS requested TP give an update at the training session on the 11<sup>th</sup> April  
DH requested the business plan is explained at the session

## PI23 Cemetery and Chapel

- a) Report from Martin Atkins on overseeing  
MA confirmed the condition is ok and that badgers have been making a mess  
It was confirmed the Christmas wreaths are believed to have been removed  
**Action:** MA to check one further final cut is made by the current contractor before the new contractor commences
- b) Moving hedge  
SH confirmed Mike Stokes has moved the hedge today
- c) Emptying silos  
NW informed there is a cost to transporting the soil to Dimmer

**Action:** NW was requested to ascertain the cost in addition to charging an hourly charge and then arrange to remove

**d)** Damage to Cemetery entrance pillar

**Resolved:** BG offered to attempt a repair to the displaced pillar if possible with assistance from Mike Stokes

**e)** Request for new bins

SH reported Mike Stokes had requested new bins are purchased for the Cemetery

**Action** NW to review the condition of the bins and feedback

**f)** Cemetery T&C's

**Action:** SH to circulate before the next meeting

**PI24**      **Fairfield**

**a)** Fairfield update

PS reported a Slew will need to be hired before continuing to place an order

PS reported brambles need to be removed

NW suggested gravel is used against the wood edging to allow water to drainaway

**b)** Fairfield Sensory Garden

Notes giving an update from the Fairfield group have been circulated

**c)** Fairfield Maintenance

Maintenance requirements will continue to be monitored

**d)** Report on land agent's involvement

NW reported on the discussions with the Land agent

**e)** Request for Rubbish bin and Dog poo bin

**Action:** SH to enquire if Ansford Parish Council can pursue permission for additional bins

**PI25**      **Toilets**

**Catherines Close**

**a)** Catherine's Close Play Area Loo: volunteer update: alternative methods

SS reported on options being investigated

1. One system Arduino – text based

2. Atlas security patrol numerous venues in the vicinity

Each visit is £3.80 £1387 per year

3. Set up Arduino to send a text to Atlas and if called out £35 each time

Councillors and members of the public were asked to give their opinion

Resolved: The volunteers are happy to continue to monitor the door is locked

SRYP will be holding sessions on Tuesday evening through the summer

**Action:** Further message to be put out onto the Cary Crier to request additional volunteers to monitor the toilet block daily

## **Millbrook**

### a) Report from Martin Atkins re: Millbrook toilet works

MA reported he has requested an electrical contractor new to the Council

**Action:** MA to follow up the quote from the electrical contractor

NW explained there is an issue with the seat not staying up due to the padded back rest and is continuing to look at options to resolve the problem

**Action:** BW offered to donate a disabled toilet seat being disposed of that may resolve the problem

## **PI25 Horsepond**

### a) Mayday event 2018

NW confirmed this event will be taking place

Tom Burr is bringing some RNLI items

Further Lime will be put into the pond and so it will be looking milky

NW requested a temporary diversion at the Triangle

JM informed the committee there will be a community clean up the weekend before

**Action:** JM offered to arrange promotional posters for the event

NW reported there will be a clinic to work on remote control boats

### b) Silt removal update

NW reported this is dependent on the Fire Service making a time slot to do this

## **PI27 Bus Shelter & Seats**

NW reported Gary Green will be leaving SSDC imminently

## **PI28 Roundhouse**

PP confirmed the museum have a set of the original Roundhouse keys

## **PI29 Reports from Councillors, Clerk and Maintenance-Caretakers report**

NW reported there is a problem with the bank looking there will be further land slide

**Action:** PP To contact the owners of the Old Vicarage to ascertain responsibility for the bank

**Action:** JM to also ask David Osborne, clerk to the Church who may be responsible for the bank

SH requested councillors forward feedback on the maintenance reports that were issued

**PI30 Vandalism**

Discussed under PI25

It was noted JM suggested doubling Mike Stokes time to incorporate admin time

**PI31 Grass cutting & Grounds Maintenance contracts**

Monitoring of contracts MA

MA confirmed this will commence once the contractor commences

NW confirmed Roundup would not be in regular use

**Date of Next Meeting – Tuesday 29<sup>th</sup> May 2018**

The meeting closed at 8.30pm