

**MINUTES OF A MEETING OF COLESHILL TOWN COUNCIL'S PROCEDURES & AMENITIES COMMITTEE**

**24 OCTOBER 2018 IN THE HUDSON ROOM AT THE TOWN HALL**

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**Present:** Cllrs. Wootton (in the Chair)  
Cllrs. Mason, Richardson and Symonds (item 4 onwards)  
**In attendance:** Cllrs. Battle and Wallace

**23. APOLOGIES**

There were apologies received from Cllr. Breeze.

**24. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**25. RoSPA REPORT REVIEW**

Cllrs reviewed the in-depth report from RoPSA and accepted the committee report.

The minutes from the previous meeting held on 15 August were also accepted as an additional item and having already been through full Town Council were proposed Cllr Wootton and seconded by Cllr Mason. All were **ACCEPTED** unanimously.

**26. GRIT BIN PROVISION**

The responsibility of grit bin provision for Coleshill now falls to the Town Council to supply and install, with location approval needed from Warwickshire County Council.

Cllr Wootton proposed that two new grit bins be purchased by the Town Council along with three replacement ones, this was seconded by Cllr. Richardson and **ACCEPTED** unanimously.

**27. MEMORIAL PARK – PLAYGROUND MARKINGS**

The committee considered a report regarding installing further playground equipment provisions – playground markings on the golden tarmac in the Memorial Park. Quotes and draft plans from three different companies had been circulated to Cllrs.

Cllr. Mason commented that too many designs too closely together would look crowded.

Cllr. Symonds proposed that Uniplay should be asked to provide the following: Hopscotch 2017, Solar System Target, Mirror Me, 1-10 Caterpillar, Square Maze and A-Z Snake, Cllr. Mason seconded this proposal and was **AGREED** nem. con. Cllrs. requested that uniplay submit a new layout plan for the area taking into account the reduced number of items requested.

**28. COMMUNITY CENTRE RENOVATIONS**

A Figure of £10,000 had been budgeted for the upgrade of the Community Centre, Cllrs. were asked to consider quotes for the work and how best to schedule in the work.

Cllr Symonds felt that a bigger priority for the Committee should be the renovation of the Kitchen in the Town Hall.

Cllrs. felt that that whatever was done to the current building would be a compromise, Cllr. Wootton added that the total cost of the quotes so far was a significant amount of money to spend and still need further renovations.

It was added that although the cooking of food has traditionally, and in part due to Environmental Health, not been allowed at the Community Centre, if there was now a need by hirers for a larger cooking area then this should be provided.

It was suggested that the upgrade of the Community Centre should be delayed, Cllrs. discussed different options including the demolition of the current building and a the erection of a purpose built building, Cllrs. agreed that creating a new Community Centre would better serve the town rather than renovating the existing building.

Cllr. Wootton proposed that the **Town Clerk** commission an architect to design a new building to include:

1 big room, 1 small room, 3 toilet rooms (gents, ladies and disabled), a bigger kitchen and bigger carpark. The carpark should include a means to bar non users of the building from the site and a possibility of the building being moved onto better location within the footprint of the Community Centre land. In addition to this Cllrs. want to see plans for the 'best fit' for an extension onto the current building this proposal was seconded by Cllr. Richardson and **AGREED** Unanimously.

#### 29. **OUTDOOR SPACE HIRE**

With the increased demand for outdoor space hire Cllrs. were asked to consider a formalised approach for officers to request and allow hire.

Cllr. Symonds queried whether football teams were to be included in the discussion, the Acting Town Clerk suggested that football teams were dealt with separately as they were long term hirers with the exception of one off matches played throughout the summer which were bookable and chargeable through the outdoor space hire system.

There was some discussion regarding what was a 'community' event and what was a 'commercial' event it could be argued that some 'commercial' events greatly benefited the community.

Drawing from her knowledge of the Whitaker and Shustoke show Cllr. Symonds suggested that the Town Council should request the events license and public liability insurance from the organisers who should also hand into the town Council the public liability insurance and events licence of each stall in attendance in addition to this the event organisers must complete the outdoor space hire form.

Cllr. Wootton proposed that all outdoor space hirers should complete the outdoor space hire form which should be brought to the next scheduled full Town Council meeting for councillors to discuss, with the event organiser required to submit their public liability insurance and events license as well as those of any third party stall holders, Cllr. Wootton added that the £10 per hour would be chargeable to all event organisers but a line should be included in the hire agreement stating 'any deviation from this should be at the discretion of the council' this was seconded by Cllr. Symonds and **AGREED** unanimously.

30. **DOG AGILITY FACILITIES**

Cllrs. were asked to consider a report on the addition of a 'bark park' to the Memorial Park. Discussion centred on the proposed cost and installation of the 'bark park' equipment from Sutcliffe Play who had been asked to provide an indication of costs breakdown, Cllrs. felt that the cost of the equipment was too great but still wished to provide some equipment for dogs and dog owners as they formed a high percentage of the people using the park during the winter months. Cllrs. therefore hoped that the outdoor staff might manufacture some pieces of equipment themselves.

Cllrs. were also concerned about the proximity of the proposed dog agility area to the A446 and the allotments, both of which need work done to make their boundaries more secure.

Cllr. Wootton proposed that the Acting Town Clerk seek permission from WCC to secure the fence which adjoins the Memorial Park to the A446, quotes should be compiled for the work and the filling in of the hedges along the south side of Stonebridge Allotments, in addition grounds staff should be asked to manufacture pieces of equipment, taking into account a variety of sizes of dog and ensuring that here is nothing installed that children can get hurt on. This was seconded by Cllr. Richardson and **AGREED** unanimously.

31. **MEMORIAL PARK SIGNAGE**

Cllrs were asked to review the signage drafts submitted by Shelley Signs. Cllrs were happy to accept the drafts with the following changes made:

Slat sign – take out the 'P' for parking and include a cricket pictogram

Noticeboard – ensure that this did not include a glass front

History lectern – Cllr Wootton would assist with writing the information for this

Lamppost signs – none were to be required

Item 32 was discussed in the confidential section of the agenda and this meeting closed at 9.05 p.m.

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Chairman