

MINUTES OF A MEETING OF COLESHILL TOWN COUNCIL'S BUILT AMENITIES COMMITTEE

1 OCTOBER 2014 IN THE HUDSON ROOM AT THE TOWN HALL

Present: Cllrs. Simkin (in the Chair), Gascoigne, Hopkins, and Richards.
Also attending: Cllrs. Courts and Wallace.

12. **APOLOGIES**

There were no apologies.

13. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

14. **MINUTES OF PREVIOUS MEETING**

The minutes of the 4 June meeting were proposed by Cllr. Richards, seconded by Cllr. Hopkins and **AGREED** as a true record.

15. **COMMUNITY CENTRE AND SURROUNDS**

The Chairman had been advised that the fencing near the building needed attention but he would visit to assess it in the first instance.

16. **TOWN HALL AND SURROUNDS**

- a) Front Entrance Step – The Town Clerk had contacted John R Williams Building Contractors for a quotation on how to upgrade the finish of the front door step (after it had been worked on by another contractor). Cllr. Gascoigne declared a personal interest at this point as Mr. Williams was a relative by marriage. The committee **AGREED** this quotation, assuming the concrete block option rather than a step of clay bricks. It also agreed that the step should extend to the width of the opening and be a narrow rectangle with two curved corners rather than a semi-circle shape. Ideally if a carborundum type of material was mixed within the screed it would help keep the surface non-slip. The **Town Clerk** was to seek some samples or catalogue pictures from the contractor before progressing the order.
- b) Front Porch Area – The **Chairman** and the **Town Clerk** agreed to look at options for re-designation of the seating and smoking areas.
- c) Green Room and Associated Areas – The room plan and contractor's specification (which had been previously circulated) had been taken to a Drama Group meeting on 24 September. Its members were broadly welcoming of the planned improvements but wished to vary the details as follows (with additional committee member comments):

Make up Room:

Full wall width (rather than full length) mirror with a bench or vanity unit facility, to seat 2 – 3 chairs into it.

Lighting to the top and at the side edges of the mirror.

Review beam as to whether it could be replaced (by a RSJ) rather than boxing in.

Green Room:

Look to replace rather than overhaul windows where in poor condition.

Hooks and rail – involve users in agreeing the design.

Two full length mirrors, one to the right of the exit to the rear landing on one on the wall on the Fifield Hall side.

Provision of a clock and also blinds that can be pulled down.

Father Hudson's bed to be collected.

Piano to go into the store room.

Wash Room:

Inclusion of sound proofing on the landing side.

Consideration was given to the previous 3 quotations received prior to the June meeting. Cllr. Richards proposed and Cllr. Hopkins seconded that KJW should be offered the work and, furthermore, that a project manager was not required. These matters were duly **AGREED**. A revised quotation would be sought with some members of the committee present when the visit to assess the quotation takes place. Further comments were that a number of doors needed replacement rather than overhaul (the one from the stage to the landing was noisy) and a screed would be needed over the cracked floor.

- d) Heating System – The Council had agreed that Trademaster should replace the motor as there is vibration noise. This work was due to take place from 7 – 10 October.

17. **BUS SHELTERS**

The Town Clerk had submitted the planning applications for the new shelters on Coventry Road (near Brendan Close) and Gorsey Lane, near Gorsey Way. The second had received an objection to the location (by Warwickshire County Council) but this mis-locating was being resolved without a reapplication.

The council had agreed the repair of two High Street shelters, one near St. Paul's Crescent and the other opposite the Town Hall. The County Council had been consulted on the proposals and, while supportive, had declined to make the planning applications. The **Town Clerk** would raise these two document sets. The County Council had, however, agreed that all 4 shelters should be moss green rather than black.

18. **CHRISTMAS FAIR ARRANGEMENTS**

The committee were happy to have the same arrangements as had been undertaken in 2013. **Cllr. Hopkins** was to send the poster blanks to the office staff in editable form. The **Deputy Town Clerk** was arranging the invitations to be sent.

A representative of Love Coleshill had suggested that the band and choirs which were due to perform at the Town Hall in the afternoon of 29 November might be invited to play in the Market Hall in that morning. The committee **AGREED** that it was preferable for Love Coleshill to invite other school choirs and entertainers as different performers would bring additional visitors to the town over the whole day. The committee also **AGREED** that there would not be a need to have the Christmas lights switched on for any evenings prior to 29 November.

19. **CORRESPONDENCE**

None to report.

20. **REPORTS FROM THE TOWN CLERK**

None to report.

21. **ANY OTHER BUSINESS**

The sewer outside the Caretaker's House was suffering blockages related to build up in the drains taking waste from the ladies toilets. The **Town Clerk** was to contact Severn Trent regarding longer term remedial action rather than continual short term clearances.

There being no further matters, the meeting concluded at 9.05 p.m.

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Chairman