

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

14 OCTOBER 2015 IN THE HUDSON ROOM AT THE TOWN HALL

**Present:** Cllrs. Taylor (in the Chair), Battle, Breeze, Jones and Mason.  
**Also attending:** Cllr. Wallace.

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12. **APOLOGIES**

There were no apologies – full attendance.

13. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

14. **MINUTES OF PREVIOUS MEETING**

The minutes of the 10 June 2015 meeting were proposed by Cllr. Breeze, seconded by Cllr. Jones and **AGREED** as a true record.

15. **COMMUNITY CENTRE AND SURROUNDS**

No issues had been raised by Community Centre hirers, who had started getting more settled in use of the noticeboard.

6. **TOWN HALL AND SURROUNDS**

- a) Corridor decoration schedule – Michael Clarke had been accepted as the contractor to undertake the decorating work to the Town Clerk's office wall and the main corridors. This was due to take place later in October.
- b) Outdoors / Cemetery Office work – this was formerly the Store Room and was now being used for Cemetery Records and visiting bereaved families needing to discuss burials. Members were content that whilst Michael Clarke was on site for the above works, a quote for repainting walls and window sills in this office could be progressed by the **Chairman** and **Town Clerk**, rather than pursuing further quotations.
- c) Green Room Improvements – the work had been completed by KJW Property Services a short while after Cllr. Jones had met with the contractor on site to chase progress. A letter of appreciation had been received from the Coleshill Drama Group regarding the way in which the Town Council had upgraded the back stage facilities. Cllr. Battle enquired if a quote had been received for the opposite staircase to the Green room and Make Up Room. The Town Clerk replied that KJW had indeed quoted but that it was for 'make good' works to match the first staircase rather than a mere repaint and therefore a substantial sum quoted. It was **AGREED** that the **Town Clerk** should forward the specification for **Cllr. Jones** to arrange two other quotations.
- d) General – the loft at the Cricket Pavilion had been cleared. There had been little in the way of paperwork: it had been largely emergency bedding which had been donated to charity and Mayoral and civic portraits and Press items which had then been stored in the Town Hall. Financial records and consultation folders (e.g. Birmingham North Relief Road presentation folders and older era HS2 communications) had been emptied out to make space.

7. **BUS SHELTERS**

- a) Gorse Lane /Gorse Way – the County Council had determined that there was insufficient room on the existing maintained highway at the bus stop to safely accommodate a bus shelter. The Town Council had provided the legal fee to expedite an agreement with the County Council and landowner to enable a small section of additional land to be used to accommodate the bus shelter. The shelter had recently been ordered and the lead time was 4-6 weeks from placing of order.

- b) A resident had requested that the new siting shelter at Brendan Close /Coventry Road should have the yellow strip and Town Council crest decal, as had been affixed on the new High Street shelters. The committee agreed that once the Gorsey Lane /Gorsey Way shelter had been sited, the provision of decals for all shelters in the town could be arranged.

8. **CHRISTMAS FAIR**

The Administration Manager explained that invitations had gone to potential voluntary organisation stall holders and that the two carol singing schools, the Coleshill Town Band and 'Santa' had all been booked. An order had been placed for the electrical work to provide the internal lighting.

The date for the 2015 event was Saturday 28 November.

It was reiterated that the full Town Council had agreed to the Christmas Fair being on the first Saturday of December rather than the last Saturday of November, from 2016.

9. **ROOM NAMING PROJECT**

The Town Clerk advised that the Town Council had agreed room names for the Town Hall and the Community Centre a while ago but had not gone to the stage of providing any permanent signage to indicate these names. The 2015/16 budget had a figure of £500 in a project fund to commission signs or plaques.

A report had been produced by the Town Clerk which demonstrated the range of materials available and the assorted styles and designs that might be selected for the name itself. There was also some explanatory text provided as to why these names were selected and the context behind the names.

The Chairman plus Cllrs. Jones and Breeze all thought a wooden plaque would be most appropriate rather than brass, aluminium or plastic laminate options. A consensus was that it might be best to have a horizontal lozenge shape with the Town Council crest on the left of the name in capitals to the right and with four corner fixings.

It was felt that the explanatory text should be placed within each building's noticeboard rather than on the plaque as it would be otherwise difficult to read. Cllr. Wallace offered to revise the explanatory text for accuracy.

The letters could be 'raised in relief', that is to say, if the background was etched away, the lettering and crest would be proud of the main surface. Some members were aware that Cllr. Keith Woodward might be a good contact for this work. The **Administration Manager** would follow up this possibility. A prototype design was to be brought back to the committee for review.

Further thought needed to be given to the name of 'Cemetery Office' as the new room opposite the Town Council office since there was already a Cemetery Office within the grave attendance building at the cemetery.

10. **CORRESPONDENCE**

None received. The 50% reduction in charge had been sent to the Drama Group related to its last performance and as per the previous minutes agreement.

11. **REPORTS FROM THE TOWN CLERK**

None to discuss.

12. **ANY OTHER BUSINESS**

Cllr. Breeze reminded the committee that it had submitted ideas to Warwickshire County Council, which had been gathering submissions of what parties wanted to see in the way of 'community benefit' projects as part of the Government's mitigation for HS2. (Suggestions sent were replacement of the lead lined windows at the front and upgrade replacement of the internal doors in the Green Room area of the Town Hall and general improvement of the facilities at the Community Centre). The **Town Clerk** agreed to get some feedback on how the mitigation budget might assist community projects.

There being no further matters, the meeting concluded at 7:35 p.m.

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Chairman