

Minutes of a meeting of the **COMMUNITY & ENVIRONMENT COMMITTEE** of  
Coleshill Town Council held in the Town Hall, High Street, Coleshill on Wednesday 25  
May 2016.

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PRESENT: Councillor Farrell in the Chair  
Councillors: Battle, Farrow and Jones  
Also in attendance: Cllr. Richardson

### **1 APOLOGIES**

Apologies were received from Cllr. Wallace.

### **2 DECLARATIONS OF INTEREST**

Cllr. Richardson declared a prejudicial in item 5 as chairman of the local RBL branch.

### **3 APPOINTMENT OF VICE CHAIRMAN**

It was proposed by Cllr. Farrell and seconded by Cllr. Battle that Cllr. Farrow should assume this position. This was **AGREED** unanimously.

### **4 TREE DONATION TO COMMEMORATE THE QUEEN'S BEACON EVENT**

The Town Council had been approached at the time of the Queen's 90<sup>th</sup> Birthday Beacon event at the Croft, by Milner Landscapes. This company offered to donate a tree to be placed at the site where the beacon had been, together with the maintenance and upkeep responsibility. Milner Landscapes had sent artist's impression which showed other items such as a bench, paving and small feature firs. Members **RESOLVED** that the **Town Clerk** should follow up the offer and clarify the items proposed. He would also, with the **Head Groundsman**, agree a location elsewhere in the Croft than the beacon location, otherwise a future beacon /bonfire event would have to be at a less preferable site, away from the tree. It was also requested that the **Town Clerk** consult the Rev. Nick Parker about the location and design, given the proximity of the Vicarage to the Croft.

### **5 GRANT DONATION BY THE ROYAL BRITISH LEGION**

Cllr. Richardson left the room.

The RBL had been successful in obtaining a grant for facility improvements for its members and the public and had contacted the Town Council about how it might be spent.

A previous committee had discussed the prospect of a bench near to the War Memorial in the churchyard. Members **AGREED** unanimously for the **Town Clerk** to progress the bench purchase, together with a suitable RBL commemoration plaque. The sturdy design of bench, as recently purchased for the Croft, was supported. Cllr. Jones suggested the **Town Clerk** should contact Alethea Wilson at the Borough Council to see if any reduced cost was possible. Again, it was also requested that the

**Town Clerk** consult the Rev. Nick Parker about the location and design, given the proximity of the church.

## **6 REVIEW OF ANNUAL MAINTENANCE PLAN**

The Chairman advised that he had requested of Zoe Hillcox, Deputy Town Clerk, to complete a structured plan of Outside Services maintenance duties. The circulated plan was produced prior to her maternity leave. It entailed more varied cover in duties rather than fixed days for certain tasks.

Cllr. Jones proposed adoption of the plan, plus flexibility for the Chairman to make amendments, as necessary. This was seconded by Cllr. Farrell and **ADOPTED**.

## **7 REVIEW OF ANNUAL SAFETY MAINTENANCE**

The Council purchased annual safety inspection reports (which had been pre-circulated) and dealt with any repairs indicated by the inspections at the Memorial Park, Skatepark and Community Centre playground.

This Committee had reviewed the Playsafety Limited annual reviews of the safety checks for the Council's 3 play areas and unanimously **AGREED** to continue the annual inspection and reporting.

## **8 OUTSIDE SERVICES REORGANISATION**

Members reviewed a report prepared by Allan Taylor as Head Groundsman. It covered the changes that have taken place in the operation of Outdoor Services, since his appointment in November. The report covered new arrangements on dog and litter bin emptying, whole area responsibilities, team meetings, grass cutting and flower beds at The Croft.

The committee **NOTED** the report and requested the **Acting Deputy Town Clerk** to pass on the thanks to the staff for the changes and, in particular, for the rapid and painstaking endeavours to recover the park grounds after the traveller's visit.

## **9 REVIEW OF BURIALS TRAINING**

The Committee **ACCEPTED** the report and recommendations as proposed by Cllr. Jones and seconded Cllr. Farrow.

This included the desire to arrange further ICCM training for the Acting Deputy Town Clerk and Head Groundsman and to host a Member's Cemetery Regulations seminar at the Town Council, in order to get two free places. The **Acting Deputy Town Clerk** was to book a date once the Deputy Town Clerk returned from maternity leave.

## **10 REVIEW OF CEMETERY CHARGES**

Members **AGREED** to keep all charges unchanged for 2016/17, as proposed Cllr. Farrell and seconded Cllr. Jones.

The **Town Clerk** was asked to table the charges for 2017/18 earlier in the current year so that they could be discussed in advance of the start of the financial year.

## **11 OPTIONS FOR FUNDING OF THE COMMUNITY PARTNERSHIP HUB**

The Chairman was also a Trustee of the Community Partnership Hub and had prepared a report describing the lack of grant funding for the Hub and three likely options for its future:

1. Continuation with a grant (£10,000 per annum) from the Town Council
2. Town Council taking on the management of the Hub
3. Folding up the Hub

Members were content to see the Hub continue in some form in the Sumner Suite of the Town Hall. Cllr. Jones was not supportive of any projects around the Market Hall as a venue. There were economies available with option 2 above in terms of removing duplication on broadband, telephone contracts, meeting administration and insurance.

The Town Council would potentially collect any rental income from the existing and any future additional letting of offices. It would also have to consider TUPE arrangements for a member of staff and look into asset transfers. There would need to be a consideration of forming a 'Friends' group to replace the trustee body, if this assisted business rate reclaims and grant applications.

It was unanimously **AGREED** that the **Town Clerk** should write to the Hub's Administrator, Ms. Megan Davies to set up a meeting to discuss the best way forward. The Chairman further proposed that the Town Council should be represented by the Mayor plus Cllrs. Battle and Jones. He and Cllr. Farrow were also trustees of the Hub and would need to represent its interest in a 3-trustee group for that organisation. This meeting was seconded by Cllr. Battle and also unanimously **AGREED**.

## **12 FORMER POLICE STATION DEVELOPMENT**

The Planning Committee would, at its 1 June meeting, consider the response as a consultee to the planning aspects of the application from Restful Homes for development of the former police station. As the site abutted the allotments and park, there were access and Section 106 potential issues. It was proposed by Cllr. Farrell, seconded Cllr. Jones and **RESOLVED** unanimously that the Mayor and Cllr. Farrow arrange to meet with the developers, after the application was considered.

There being no further business, the Chairman closed the meeting at 8.35 p.m.

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Chairman