

Minutes of a meeting of the **OUTDOORS AMENITIES COMMITTEE** of Coleshill Town Council held in the Town Hall, High Street, Coleshill on Wednesday 16 March 2016.

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

14 APOLOGIES

None – full committee.

15 DECLARATIONS OF INTEREST

None declared.

16 PREVIOUS MINUTES

The minutes of 28 October were proposed by Cllr. Richardson, seconded by Cllr. Wootton and **ACCEPTED** as a true record.

17 ALLOTMENTS

The Chairman had asked the Records Assistant to keep the plots in Stonebridge South nearest to the planned new dog agility area from being reoccupied as they became vacant. This was to allow some flexibility on the potential use of that area in the future.

18 CEMETERY

(a) Noticeboard Purchase

An order had been placed for the same style and size of noticeboard as was sited at the Community Centre. Members of Committee **AGREED** that the location should be at the front of the turning circle in the driveway.

(b) Potential Areas for Burial Space

The **Town Clerk** was to continue in his investigations of the Dell as a short term extension. Rev. Nick Parker was supportive but was to check with the Parochial Church Council to see if there were any issues.

Progress was also being made by the **Town Clerk** with the agent for Fisher German to see if there was any Digby Estate land for sale alongside the current drive to the tennis club.

(c) General

Cllr. Richardson had requested that a handrail be placed by the steps to the Garden of Remembrance. The **Deputy Town Clerk** was now arranging for this to be installed by the Head Groundsman rather than an outside works company.

19 CHURCHYARD, ST. PETER'S WALK & CROFT

(a) Queen's 90th Birthday Beacon Bonfire

The Town Clerk had been offered assistance from the Fire & Rescue Service who would have a crew and vehicle available for the event on Thursday 21 April on the Croft. The Mayor had asked Love Coleshill to try to keep the High Street shops open and lit till late (6 – 9 p.m.) and Rev. Nick Parker had been asked about his or the church choir providing singers.

Cllr. Jones offered a stall from the Carnival Committee to explain what the July weekend was to feature. The **Town Clerk** was asked to look at whether a Mayor's speech or affirmation would be appropriate, in which case an outside microphone would be needed.

A poster had been hurriedly produced to alert people of the event date, based on the national campaign. Cllr. Farrell felt that it should describe the attractions of the local event, more realistically. The **Town Clerk /Records Assistant** would liaise over a new poster.

(b) General

The Chairman and Outside Services staff had agreed some improvements at the Croft. The path had been cleared where the edging had been overgrown, the litter bin was better positioned and small flower bed areas had been cleared.

20 MEMORIAL PARK

(a) Friends of Memorial Park

The Chairman and Town Clerk had been given delegated authority to create a Friends Group. The Mayor had chaired an inaugural meeting and Mr. Dave Simkin (former Councillor and Mayor) was now chairman and Ms. Marie Brotheridge (involved with the cricket club) was elected secretary.

The Friends of Memorial Park planned to meet quarterly and could support the Town Council's efforts, including making grant applications in its own right.

(b) Bonfire Night

In view that the Town Council was considering the provision of a beacon bonfire at the Croft for the Queen's 90th Birthday, Cllr. Richardson asked whether it was appropriate to consider the restarting of the Bonfire Night event at the Memorial Park. The committee **RESOLVED** that this should be looked at by a future committee (e.g. Community & Environment).

21 STATION ROAD PLAY AREA

The Chairman had noted that the paintwork of the play items was peeling or faded and some of the rubber surface was looking tired. It was **AGREED** that as the Community Centre was due to receive an improvement project, it was appropriate to add the play area to the upgrade work.

22 GRASS CUTTING THE CEMETERY 'IN HOUSE'

With the decision to complete the grass cutting with the Council's own Outside Services staff and the purchase of a mower, petrol and strimming equipment, there would still be £8,000 of the grass cutting budget to be reallocated.

The Town Clerk had suggested some areas of the agreed 16/17 budget that could be enhanced. Members **AGREED** these with the one alteration to include the Station Road play area upgrade work:

Cemetery Noticeboard – higher than budget	£500
Christmas Tree Light fixtures – retailer subsidy	£1000
Additional to Hospitality – Council (Queen's Beacon event)	£1000
Additional to Civic Regalia – stock of former Mayor badges	£500
Green Lane tree planting – replacing wind /vandal damages ones	£500
Additional to Youth Club budget (for training and games)	£2500
Station Road play equipment repairs and upgrade	<u>£2000</u>
Total	£8000

23 CREATION OF A YOUTH CLUB AT THE COMMUNITY CENTRE

The Council had originally agreed a £4,000 budget plus £1,642.25 as a Council Tax sum from increased taxbase. In addition, a further £2,500 for training and games had since been agreed (see above). It was not planned to charge the Youth Club a rental for use of the building.

Help was on offer from WCAVA, which had familiarity in working with parish /town councils. For £50, the Town Council could affiliate to WAYC which had experience in opening and supporting youth clubs. Both organisations had a desire to see councils achieve 'own resource' running of youth clubs with trained and DBS-checked leaders plus access to Awards for All funding. The **Town Clerk** was asked to investigate any insurance issues of running children's events.

The committee **RESOLVED** to give authority to the Chairman of Outdoor Amenities and Town Clerk to engage WCAVA and WAYC assistance and purchase games and other equipment. The intention was to commence the youth club on Friday nights from 6- 8 p.m. as soon as possible after the Easter holiday period.

24 OUTDOOR HIRE CONTRACT

There had been two enquiries regarding the possible hire of Town Council outdoor grounds by school children (dog training on the Station Road green and film shows on the Croft). After the first enquiry, the Town Clerk had been asked to look at producing a hire policy. He had developed a hire form for such purposes and members **APPROVED** its introduction with three amendments:

- The form should stress that someone 18 or over should be solely the responsible name for the booking,

- Question 13 (parking) should be a dotted line rather than a Yes /No option and
- The Reserved Rights section should refer to being in the interests of businesses as well as Council /residents.

25 LIAISON WITH OUTDOOR STAFF

There was now a weekly meeting of the Outdoor Staff. On a quarterly basis, this was planned to be attended by the Chairman of Outdoor Amenities (or Chairman of Community & Environment in the future).

The provision of tools had been made easier. It was planned that the Outdoor Staff might be invited to attend a committee meeting or full Town Council.

It was reported that the Park Ranger had made a good first impression with members and public users of the park.

26 SHOPPER’S REST /BIRMINGHAM ROAD CORNER

Cllrs. Farrell, Ferro, Jones and Ingram, as Borough representatives of the town, had discussed potential use of the Borough Council’s ‘Portas’ monies. They had considered spending around £5,600 of it at Shopper’s Rest to improve walls, plants and ongoing maintenance. The Borough could spend a further £5,000 at the public area on the corner opposite the Green Man on the Birmingham Road.

Borough members wanted to advise that it had the budget to cover 4 years of maintenance of these areas but would then be looking to divest itself of responsibility for such work. No decision was required but Town Council members were asked to consider whether it would want to take up the responsibility. There were no strong concerns at this early stage.

27 CORRESPONDENCE

There was no correspondence to report.

28 REPORTS FROM THE TOWN CLERK

There was nothing further to report.

29 ANY OTHER BUSINESS

Cllr Jones advised that a Coleshill Carnival plan should be available by the April Town Council meeting.

There being no further business, the Chairman closed the meeting at 9.05 p.m.

.....
Chairman