

Minutes of a meeting of the **COMMUNITY & PARTNERSHIPS COMMITTEE** of Coleshill Town Council held in the Town Hall, High Street, Coleshill on Wednesday 17 July 2019.

PRESENT: Councillor Reilly in the Chair
Councillors: Clayton, Hammond, Hayfield and Richardson
Also present: Councillor P. Symonds

10 APOLOGIES

There were no apologies given – full attendance.

11 DECLARATIONS OF INTEREST

None were declared.

12 PREVIOUS MINUTES

The minutes of 5 June were proposed by Cllr. Richardson, seconded by Cllr. Clayton and **ACCEPTED** as a true record, without amendment.

12 HUB COORDINATOR ARRANGEMENTS

The HS2 Community Engagement Fund grant required a number of submissions to the assessor body, including the Hub Coordinator's job description, person specification and the employment policy and procedure arrangements. A draft copy of these documents has been prepared by the C & P Manager, detailing the requirements of the new post.

Members considered the referring of the Hub Coordinator job position's recruitment arrangements to the Procedures & Amenities Committee. This was proposed by Cllr. Richardson, seconded by Cllr. Clayton and **AGREED** unanimously.

The Chairman advised the Committee members that all three contractor quotations had now been received for the refurbishment work on the rooms in the new downstairs Hub/HS2 area. As this project was under the remit of this committee, a comparison table had been produced showing the members the three quotations.

Two of these quotations were under £25,000 and there had been advice from WALC that this threshold level for a lengthy, open website tender process. Cllr. Reilly recommended that, in order to move the works forward without further delay, the lowest quotation of £23,644 + VAT, from WH Parker Ltd., a known, reputable and local builder, should be accepted. This was **AGREED** unanimously.

It was also noted that WH Parker Ltd had picked up some fire prevention and heating control issues not identified by the other contractors, which it had included in its submitted quotation.

13 COMMEMORATION OF VE DAY 75

This committee discussed the commemoration of VE Day 75 at its June meeting. A reformed Coleshill Remembers group had met once since. Cllr. Hammond shared some of the group's initial ideas and other members suggested agencies that might want to participate e.g. The Coleshill School and the Drama Society. Cllr. Hayfield specifically recommended that officers kept controlled accounts on this event.

It was felt that a provisional budget for £1,000 could be allocated to the group to allow it to scope the events. However, it was also highlighted that this was only a provisional allocation. Should additional monies be required, then a further request could be reconsidered a future committee meeting, when a more specific plan of the VE Day events and the predicted costings were developed. The members expressed their keenness to provide a professional and significant event for the town.

It was proposed by Cllr. Richardson, seconded by Cllr. Hayfield and **RESOLVED** unanimously that a £1,000 provisional budget be allocated. Any indication of a budget would be provisional, in that confirmed funding for a May 2020 event would need to be part of the Council's overall 20/21 budget setting.

14 NEIGHBOURHOOD PLAN RESPONSIBILITIES

The Community and Partnerships Manager had provided a review of the Neighbourhood Plan, to suggest an allocation of responsibilities between committees, based on the topic areas covered in the Plan document. This was in order to move the monitoring forward. A table of responsibilities had been provided:

<u>Topic</u>	<u>Details</u>	<u>Responsibility</u>
Housing	Various	Planning Committee
Local Economy	Including plans to sustain and develop the High Street, local businesses & employment.	C & P Committee
Local Environment	Including the Coleshill Conservation areas, listed building, historic features	Planning Committee
	Plans to sustain and develop the High Street	C & P Committee
Cycle Paths	Various	WCC/ NWBC/ TVW/ Tourism Forum and C & P Committee
Replanting the Coleshill Corridor	Various	HS2 C & P Committee
CIL	Road crossing/cross roads	WCC
	Play areas for children	P & A Committee
	Environmental projects	C & P Committee & other partners e.g. WCC & TVW
	Parking	NWBC /C & P Committee
	Cycle Routes	WCC/NWBC/TVW/C & P Committee

The Chairman explained the details of the table, and following discussion some additions were added and then confirmed as above. Members repeated the request for a presentation from Mr Bill Richards and Mr Derek Axe to be discussed at the Planning Committee, which the **Town Clerk** was to arrange.

It was **RESOLVED** unanimously that the table above be used as a mandate for future reference for all parties/groups to work collaboratively for the town. In addition, it was requested that it should be taken to both the Planning Committee and Procedure & Amenities Committee for their perusal and discussion. This was to ensure all groups engage in its content and took on the suggested responsibility going forward.

15 HIGH STREET BUSINESS SUPPORT FUND

The Committee had discussed the use of this £30,000 fund at its February and June meetings but not agreed any specific use of it for any particular project.

The Chairman led the discussion by expressing the need to focus on five broad topic areas that affect the town and to produce an Action Plan for the next committee meeting. He believed it would focus on these objectives:

1. Car Parking

Collate ideas for additional parking in the town. Maybe work with private land owner, like the Social Club or North Warwickshire Borough Council on the sites between High Street and Parkfield Road and any land owned by the County or the Borough Council. Look at places where day workers park within the town, thus reducing parking for visitors or for local shoppers. Review the site behind the former HSBC bank and discuss possible options.

2. Civic Pride – Keep Coleshill Tidy

Ideas to make Coleshill more attractive to all, cleaner, brighter and more welcoming. More hanging baskets in the town were suggested, an enhanced cleaning by Borough Council /Streetscape was an idea. Discuss options with Coleshill in Bloom, enhance planters may be a possibility. Look for ways to get everyone in Coleshill to be proud of their town.

3. Tourism

Ideas to improve tourism included new cycle paths, promoting our architectural and historical building, reviewing the daytime and evening /night time economy. Cllr. Hayfield suggested that the Coleshill Town Guide be updated and recirculated in and beyond Coleshill. Cllr. Richardson spoke of themes that might be incorporated into the town to engage with younger age groups like links into Pokémon hot spots or a Harry Potter Community event.

4. Buses

Members were advised by the County Councillors that the current Route 75 bus timetable was being reduced again in the following week, which would reduce options and accessibility for Coleshill residents. The Chairman highlighted the many services and facilities that were developing within the town and the need to ensure residents and people in surrounding communities could access these

services. There was thought of a community run bus service and how to operate this would be explored for the next meeting.

5. Preparatory Reports

The Chairman, in his position a County Councillor, explained that two local towns in North Warwickshire had recently succeeded in securing some substantial funding, as they had completed some preparatory reports and established evidence that enabled them to complete detailed bids for such grants. He went on to explain that similar funds were anticipated to be available again later in the year. Cllr. Reilly's recommendation was that engagement was progressed with the County's Town Centre officer team and the Borough Council to establish which formalities /reports were required to enable Coleshill to be in an advantageous position and thus fully prepared for the anticipated opening of these funding streams.

It was proposed by Cllr. Reilly, seconded by Cllr. Richardson and **AGREED** unanimously that the Committee Chairman, Town Clerk and Community & Partnerships Manager should bring this Action Plan and its recommendations to the next meeting, based on the above objectives.

There being no further business, the Chairman closed the meeting at 8.40 p.m.

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Chairman