

MINUTES OF A MEETING OF COLESHILL TOWN COUNCIL'S PROCEDURES & AMENITIES COMMITTEE

17 MARCH 2021 VIA ZOOM

Present: Cllr. P. Symonds (in the Chair)
Cllrs. Battle, Sparkes and Wallace.

42. **APOLOGIES**

There were no apologies received.

43. **DECLARATIONS OF INTEREST**

There were no interests declared.

44. **PREVIOUS MINUTES**

The minutes of the 9 December 2020 meeting were proposed by Cllr. Battle, seconded by Cllr. Wallace and **ACCEPTED** unanimously as a true record.

As a matter arising, the Town Clerk advised that the submission of the Cemetery Extension landscape plan had been posted to the Borough Council. This was to comply with the condition that a plan was provided before commencing any design work.

Cllr. Wallace asked if there was any progress with the project for a permanent NHS Stones commemoration. The Town Clerk understood that this was with **Cllr. C. Symonds** who was to speak to the originator of the idea.

45. **OLD MARKET HALL TRANSFER**

A submission has been received from Coleshill Civic Society in terms of how it would like to see its relationship with the Town Council operate as landlord to the Old Market Hall.

Members discussed each of the requests and made decisions on its approach to be taken:

- The Civic Society committee members should be able to continue to operate in the building in order to show and educate, for the good of the town.
- All Civic Society committee meetings at the current frequency (twelve per year) should be allowed, free of charge.
- The Civic Society public meetings (roughly six per year) should be allowed, free of charge, for twelve months, but this was then to be reviewed.
- Access to the Archives Room should be made available to the Civic Society members, as designated.
- The contents of the Archives Room should be retained in the ownership of the Civic Society and not become the property of the Town Council.
- Current wall and cabinet display items should be retained in the ownership of the Civic Society and not become the property of the Town Council.
- Current wall and cabinet display items should continue to be maintained by the Civic Society.

All of the above were **RESOLVED** unanimously. Other matters discussed were that the current hire charge rates were to be maintained and the bookings were to be discussed by the Civic Society representative and the Records Clerk on 19 March. The Town Clerk

was to be present for the meter readings on the handover day. It was further suggested that there should be a maximum of two Civic Society representatives who were to be designated key holders where the Town Council were aware of their names and contact details.

Members were content to continue with the British Gas boiler maintenance contract on handover and then review the cover when it became next due for renewal.

At the time of the meeting, a contract had not been signed. The cost was to be borne by the Town Council and Garner Canning had been engaged for drawing up a document. However, its solicitor was seeking assistance from Shakespeare Martineau, the solicitor for the lessor. It was hoped this did not affect its quoted costs.

46. **COMPLAINTS AND ISSUES RAISED**

The 4-Year Plan had a task referring to the Council receiving a report of the complaints and issues raised in relation to operations under its control. The Council had not received any official, formal complaint from members of the public in the last 24 months.

There had, however, been instances of resident issues being dealt with, originating from either an emailed matter, by phone or from someone talking to a member of staff or Councillor. Many of the issues that were brought to the attention of the Town Council officers were within the Borough or County Council's remit.

Members considered to issues raised that directly affected the Town Council. It was agreed that no actions were appropriate on most of the matters but commented on those which follow.

In relation to the banked slope at the back of Green Lane, the Town Clerk had circulated a Walker Homes plan that showed this slope was not part of its land transfer to the Council. The Borough and County Council did not recognise ownership, either, although the former authority maintained the pathway from Green Lane to Castle Drive. The **Town Clerk** was to ask the Borough Council to assume the maintenance of the slope (and also look at sawing an overhanging branch on the walkway).

On dog fouling, Town Councillors would welcome the assistance of Borough Councillors in passing Dog Control Orders for Memorial Park, where this was an increasing concern.

It was noted that the 2021 and 2022 provisional hiring of the Town Hall by Coleshill Drama Group and Coleshill On Stage would bring the storage issues to the fore again and also cause possibly excessive disturbance to regular hirers. Cllr. C. Symonds had previously offered to liaise with the two performance groups and seek more sharing of the Town Hall as a venue.

47. **SECURITY ON THE CEMETERY GARAGE**

A third break in (within 12 months) took place in the early hours of 1 March. The garage doors were not disturbed on this occasion, but thieves managed to remove heavy items through the roof, which received further damage. The newly installed uWatch camera device took pictures as the thieves entered through the roof but no faces were discernible. The Head Groundsman was alerted and raised a call to the police between 2:30 and 3:00 a.m. but by the time of the police arrival (sometime before 3:30a.m.), the thieves had left.

Of the further measures suggested by the Town Clerk, members wished to progress with the foam-fusing of the whole roof (a quotation of £820) and two exterior and one interior sensor lights (a quotation of £345). These were proposed by Cllr. Battle, seconded by Cllr. Sparkes and **APPROVED** unanimously.

48. **ALLOTMENTS REPORT**

Quarterly allotment reports were conducted by the Projects Coordinator, designed to assess each allotment and the communal areas within the three sites. The most recent report had highlighted a few issues of plot holder and visitor behaviours to bring to the attention of Councillors.

The identified matters were discussed but no actions were taken as it was noted that a revised Allotment Hire Policy was to be written and presented to the June meeting of this committee.

49. **BOUNDARY OF THE MEMORIAL PARK**

All information had previously been circulated but Planning Committee members suggested further investigations of the need for legal support in advance of discussions with the other party. The only subsequent correspondence, with drawings from the developer's architect, suggested that the oak tree to the right of the drive entrance (as you come into the park) may not belong to the Town Council.

On seeing costs quoted for solicitor work, this committee's members did not want to engage a solicitor before it had a member-agreed stance on the borders in question, i.e., to the south and east of the former leisure centre site. In summary, to the south, the developer appeared to have planned to allocate its site further than to where the Council understood it had a straight-line border. To the east, the Council's silver electrical services cabinet was believed, by the developer, to be on its land. Arnold Development's representative had indicated that it would relocate this cabinet and wiring, at its cost, if an agreement could be reached.

Cllr. Wallace identified that a 1951 plan of the Memorial Park bequest showed the distance of 128 yards from the corner of the park where the allotment fencing started, up to the south-east point of the developer's site. She offered to ask a retired land surveyor to advise if this yardage information could help, together with looking at all plans previously circulated. Members were happy with this suggestion to ask for his assistance. Online measurement (e.g. Google Earth) was also considered.

Cllr. Sparkes felt that, after the above advice was received, two members might meet representatives for the developer, on site, to discuss a potential solution, even if this involved a quid pro quo arrangement. After discussion, members unanimously **AGREED** that the two members should be Cllrs. P. Symonds and Wallace.

40. **MATTERS FOR FUTURE DISCUSSION.**

There were no items suggested.

There being no further business, the Chairman closed the meeting at 9:30 p.m.

.....
Chairman