



# SHIFNAL TOWN COUNCIL

## A G E N D A

11<sup>th</sup> January 2022

### TO ALL ESTATE COMMITTEE MEMBERS OF SHIFNAL TOWN COUNCIL

**YOU ARE HEREBY SUMMONED** to attend the Estates Committee meeting of the Town Council to be held on Monday 17<sup>th</sup> January 2022 at **5.30pm** at Shifnal Community Hub, Tudor Way, Shifnal TF11 8DJ.

Yours faithfully

Denise Reynolds  
Town Clerk  
SHIFNAL TOWN COUNCIL.

### NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, public participation must be confined to this section of the meeting only. The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to **speak once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the attending Officer for an oral response.

- NB:**
1. Standing Orders are available on the Council's website, or on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils;
  2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature;
  3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk) or telephone 01952 461420.**

<b>ES251/21</b>	<b>Public Session</b>
<b>ES252/21</b>	<b>Apologies received from Councillors</b>
<b>ES253/21</b>	<b>Declaration of Members' Interest</b> <i>Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.</i>
<b>ES254/21</b>	<b>Shifnal Community Hub</b> i) To CONSIDER a report on the additional car parking provision at the Shifnal Community Hub from the Community Projects Officer. ii) To CONSIDER a report on the new signage for Shifnal Community Hub from the Community Projects Officer. iii) To NOTE a report on the proposed police base from the Community Projects Officer. iv) To NOTE a report on the bookings and advertisements for STC community hubs.
<b>ES255/21</b>	<b>Shifnal Library</b> i) To CONSIDER a report and officer recommendation on the proposed refurbishment of Shifnal Library from the Community Projects Officer.
<b>ES256/21</b>	<b>Shifnal Public Toilets</b> i) To CONSIDER a verbal update from the Community Projects Officer.
<b>ES257/21</b>	<b>The Old Fire Station</b> i) To CONSIDER a report on the proposed gate on the rear of the OLD Fire Station from the Community Projects Officer.
<b>ES258/21</b>	<b>St. Andrews Churchyard</b> i) To CONSIDER a draft letter to residents that have boundaries around the Churchyard. ii) To CONSIDER a report on the condition survey of the Churchyard boundary from the Community Projects Officer.
<b>ES259/21</b>	<b>Council Storage and Lease Renewal</b> i) To CONSIDER a verbal report from the Community Projects Officer. ii) To CONSIDER a report from Cllr B. Haddon.
<b>ES260/21</b>	<b>Event Canopies</b> i) To CONSIDER a report on the renewal or lease of events canopies from the Community Projects Officer.
<b>ES261/21</b>	<b>Green Spaces</b> i) To CONSIDER a report on the transfer of green spaces within Shifnal from Cllr P. Williamson. ii) To CONSIDER a specification of the green space contract for the tendering process from the Community Projects Officer.
<b>ES262/21</b>	<b>Parry Carver Solicitors</b> i) To NOTE a verbal update on the Community Land Transfer, Land Registration of the proposed Rain Garden Project & St. Andrews Churchyard maintenance agreement from the Community Projects Officer.

**ES263/21**      **Next Estates Committee Meeting**  
Monday 7<sup>th</sup> February 2022 – 5:30pm – Shifnal Community Hub

**ES264/21**      **Public Bodies (Admission to Meetings) Act 1960**  
To resolve that “pursuant to the Local Government Act 1972 s100A and Schedule 12A, the following items will be likely to disclose exempt information and in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting”.

**Circulation:-**

**Committee:**      Cllr R. Cox (Chairman), Cllr E. Bird, Cllr B. Haddon, Cllr J. Horne, Cllr T. Tarran, Cllr. Z. Turner, Cllr P. Williamson, D. Gough (CPO)

**For Information:**

**Councillors:**      Cllr K. Booker, Cllr J. Coulson, Cllr L. Jenks, Cllr. D. Marriott, Cllr. E. Moore, Cllr J. Moore, Cllr L. Prendegast, Cllr G. Tonkinson

**Officers:**          D. Reynolds, Town Clerk and Responsible Finance Officer  
D. Gough, Community Projects Officer

<b><u>Reports</u></b>	<b><u>Page</u></b>
<b>ES254/21 i)</b> Additional Car Parking Report	5
<b>ES254/21 ii)</b> New Signage Report	7
<b>ES254/21 iii)</b> Proposed Police Base Report	9
<b>ES254/21 iv)</b> Report on Hub Bookings and Advertisements	18
<b>ES255/21 i)</b> Report on Proposed Library Refurbishment	19
<b>ES257/21 i)</b> Report on Proposed Rear Gate – Old Fire Station	21
<b>ES258/21 i)</b> Draft Letter to Residents – St. Andrews Churchyard	22
<b>ES258/21 ii)</b> St Andrews Churchyard Condition Report	23
<b>ES259/21 ii)</b> Report from Cllr. B. Haddon	24
<b>ES260/21 i)</b> Report on Event Canopies	26
<b>ES261/21 ii)</b> Greenspace Maintenance Specification	35



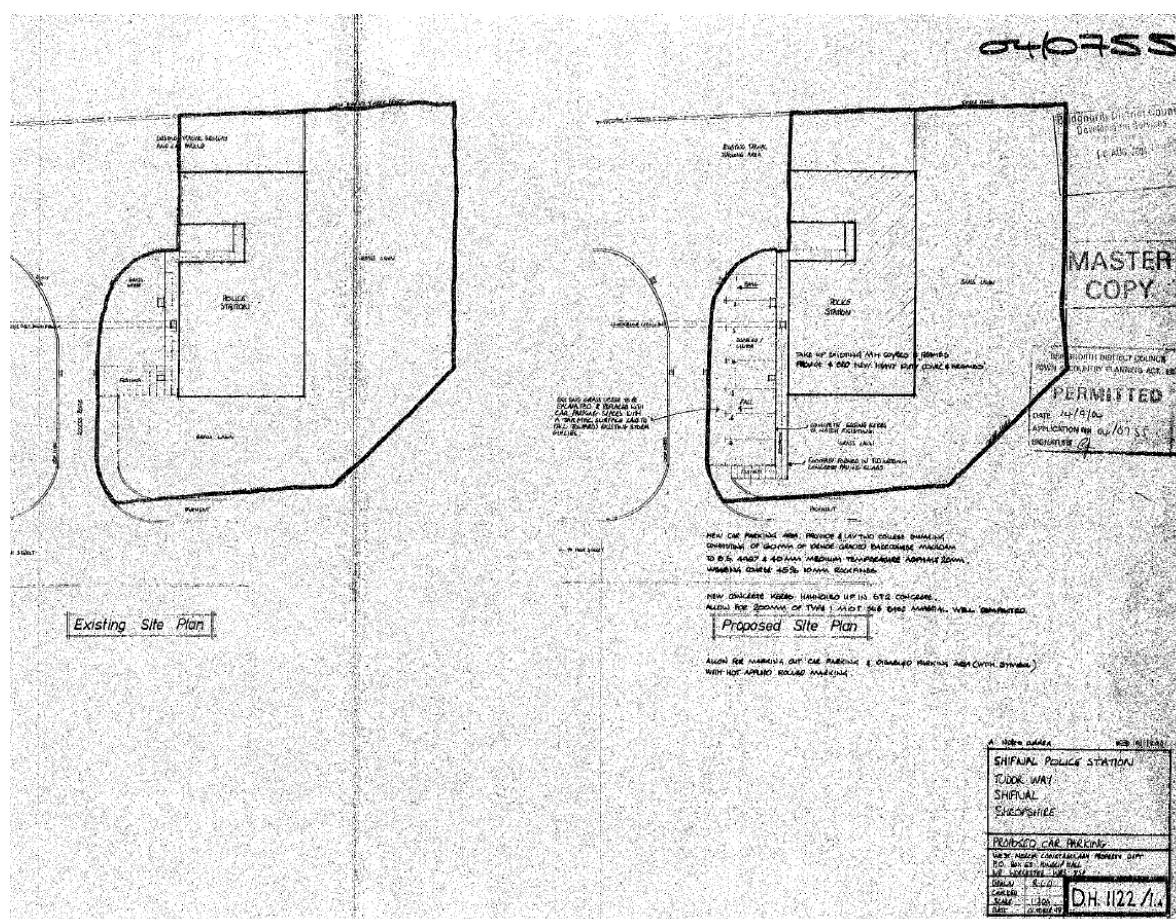
## Shifnal Town Council

## REPORT TO THE ESTATES COMMITTEE

## Report on Additional Parking at the Shifnal Community Hub

At the meeting on the 6<sup>th</sup> December 2021, the committee requested that three quotations were obtained for the proposed car parking extension at the Shifnal Community Hub.

The report dated 29<sup>th</sup> November 2021, confirmed that Shropshire Council Planning Department and Shropshire Council Highways Department would not require additional permissions for the proposed additional parking, please see plan below.



Site Meetings were held with Bow Construction, Granville Construction and KRM Construction to obtain quotations for the works. The quotations submitted are:

<b>Contractor</b>	<b>Nett</b>	<b>VAT</b>	<b>Total</b>
Bow Construction	Awaiting Quotation	Awaiting Quotation	Awaiting Quotation
Granville Construction	£7,545.60	£1,509.12	£9,054.72
KRM Construction	£11,543.00	£2,308.60	£13,851.60

The contractors indicated that works would take approximately two weeks to complete.

Budget line: Shifnal Community Hub earmarked reserves (£44,064.38).

Dave Gough (CPO)  
12.01.2022





## **Shifnal Town Council**

### **REPORT TO THE ESTATES COMMITTEE**

#### **Report on New Signage for Shifnal Community Hub**

The name and address for Shifnal Community Hub (formerly The Old Police Station Community Hub) has now been completed and registered with Shropshire Council and the Royal Mail.

Further to the name change the committee requested that quotations for new signage for Shifnal Community Hub and the entrance to STC offices be sought.

Please see below illustrations of the two signs requested:



Illustration 1 1800mm x 900mm approx. Main Sign on Front Elevation



Illustration 2 420mm x 300mm approx. Sign on STC Entrance

Kyoti Graphics Ltd, Shelley Signs Ltd and Signs Express Ltd were approached for quotations to produce signs on a Diabond Aluminium Composite boards. The quotations submitted are:

<b>Contractor</b>	<b>Nett</b>	<b>VAT</b>	<b>Total</b>
Kyoti Graphics Ltd	£285.68	£57.14	£342.82
Shelly Signs Ltd	£540.00	£104.00	£648.00
Signs Express Ltd	£357.49	£71.50	£428.99

Budget line: Shifnal Community Hub earmarked reserves (£44,064.38).

Dave Gough (CPO)  
11.01.2022





## Shifnal Town Council

### REPORT FROM THE ESTATES

#### Proposed West Mercia Police Base at The Old Police Station Community Hub, Shifnal

Further to the meeting with Chis O'Hara (Head of Estates, PCC for West Mercia Police), Inspector Nicola Roberts (West Mercia Police), Denise Reynolds and Dave Gough (Shifnal Town Council) held on the 19<sup>th</sup> November 2021 to discuss the potential for a police base in The Old Police Station Community Hub, the following layout proposal was agreed.

#### **Proposal**

The use of 2 offices in the Old Police Station Hub as a police base. Works to involve an external door in office 1, relocation of radiator in office 1, the fitting of a kitchenette unit in office 2, The fitting of an internal door between office 1 and 2, the blocking off internal door in office one, relocation of additional 2 radiator's, Moving existing heating pipes and a shorter corridor to the toilets. Externally the gate to moved and additional fencing erected to create a separate entrance to the proposed police base See appendix a.

In addition, it was agreed to relocate the IT network box from office one to the secure Shifnal Town Council CCTV control room, which would remove any potential public access to the box.

Revised prices for the both the construction work and the relocation have been sought and received:

Construction costs to alter existing building:	£11,703.00	(+VAT)
Relocation of IT Network Box:	£3,887.00	(+VAT)
Reconfiguration of Alarm System	£595.00	(+VAT)

<b><u>TOTAL</u></b>	<b><u>£16,185.00</u></b>	<b><u>(+VAT)</u></b>
---------------------	--------------------------	----------------------

The provisional timeline for the project is attached in appendix b, this is subject to revision.

#### **Nex Meeting Date**

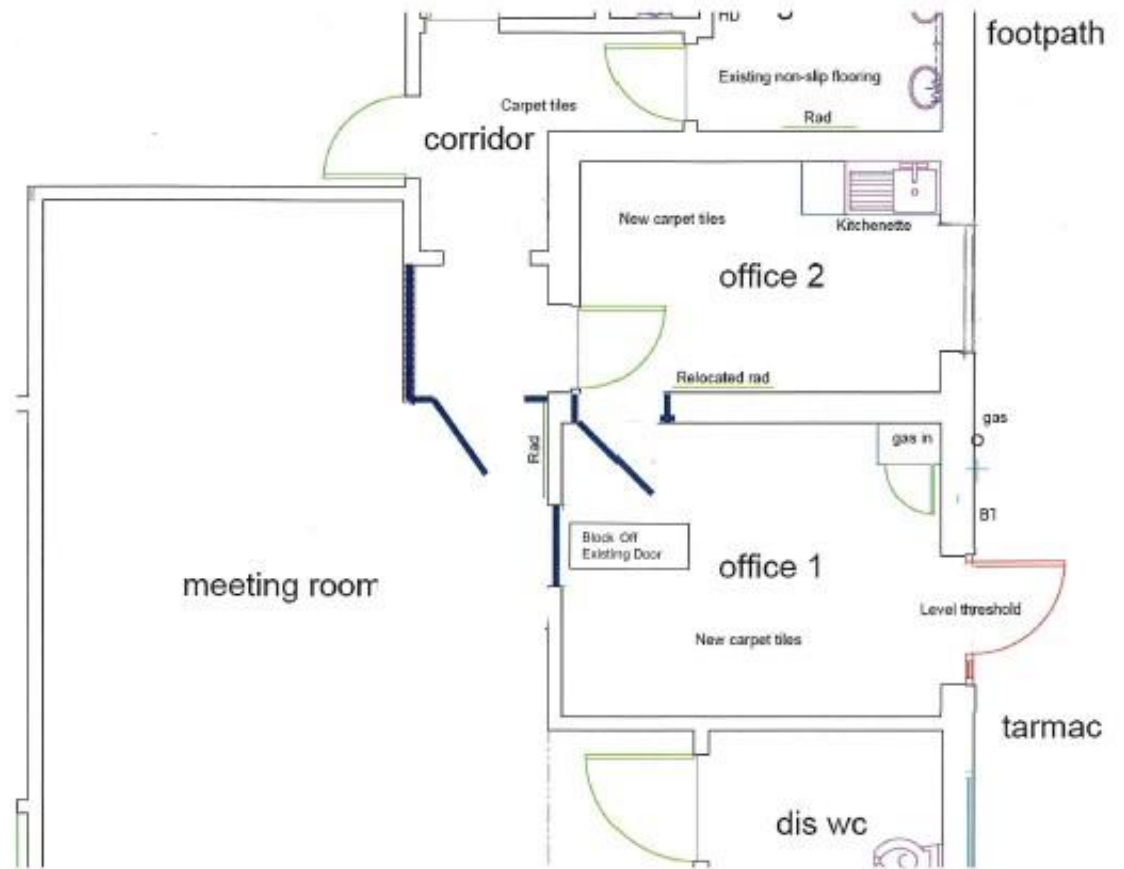
Friday 14<sup>th</sup> January 2022 at the Old Police Station Community Hub at 12:00pm.

**Circulation:** Chris O' Hara (WMPCC), Insp N. Roberts (WMP), PC A. Cooper (WMP), PCSO S. Newbrook (WMP), Cllr Paul Williamson (STC), Denise Reynolds (STC), Dave Gough (STC)

Dave Gough (CPO)  
22.12.2021

<b><u>Appendices</u></b>	<b><u>Page</u></b>
a) Site Plan and Quotations	11
b) Project Plan Time Line	17

## Appendix a



We thank you for your enquiry regarding the ground floor works at the Old Police Station, Shifnal and have pleasure in forwarding our quotation as follows:

#### Scope Of Works

##### **New Police Station Rooms**

Isolate the electrics and plumbing and leave safe

Remove the existing radiator under the window and set aside

Alter the pipework to the radiator, to allow for the window opening to be made into a door opening and re-fit the existing radiator

Remove the existing radiator on the wall in Office 2 and set aside

Alter the pipework to the radiator, to allow for a new door opening to be formed and re-fit the existing radiator

We have allowed a separate price to remove the Office 1 door set and block up the opening, as discussed.

Move any necessary electrics to allow for the new door openings.

Remove the window and brickwork below to form a new door opening up to 1220mm wide x 2330mm high

Supply & install new external aluminum door & frame set

Supply and install new fire door & frame set to the new Office 1 – Office 2 door opening.

Supply & fit 1 No key pad lock to the Office 2 and a dead lock to Office 1.

Supply & install new 1000mm wide sink base unit, worktop, single bowl sink, taps and associated plumbing off the adjoining toilets

Form new corridor using 100 x 50mm timber studwork, plaster board & skim to both sides to separate the rooms off the main reception room complete with new FD30 door & frame set to match the existing.

Fit new skirting boards to both sides of the new wall

Re-position 1 No light within the ceiling grid to fall within the new corridor.

Remove and renew the carpet tiles within Office 2 to match existing as near as possible.

Make good the existing Vinyl flooring within Office 1, where necessary.

Redecorate the new corridor walls and woodwork and make good the existing rooms

Remove the external side path gate and set aside for re-use.

Supply and erect new fencing, to match the existing, to form a side pathway, approximately 5m long, and then re-install the existing gate onto new gate posts

**Price Including All Labour & Materials**

**£ 11,703.00 Plus Vat**

I hope this is all clear and correct but should you have any questions then please do not hesitate to contact myself.

I look forward to hearing from you in the near future

Many thanks  
Alan Rumbles

The logo for KRM CONTRACTORS features the letters 'KRM' in a large, bold, blue sans-serif font, followed by the word 'CONTRACTORS' in a smaller, blue sans-serif font. The entire logo is framed by two horizontal yellow bars, one above and one below the text.

Further to our recent survey on the 16<sup>th</sup>, please find below quotation for the migration of your network box to a new location.

## Parts and Labour...

- Estimate 3.5 days for two people with Consultant Engineer at start and end of job.
- Parts required:
  - 12U cab 500mm deep
  - Rack-mount power strip
  - DrayTek bracket
  - 1 or 2x 24-port CAT5E patch panels, or 1x 48-port (I count at least 27 ports to be connected)
  - CAT5E cable (1 box, approx. 25m)
  - Cage nuts / bolts
- Possible parts required:
  - CAT5E joiners x24?
  - CAT5E modules (if any existing ones faulty, there are many spares though)
  - Faceplates (if replace modules and they don't fit old faceplates)
- Electrician required for new power socket and cable tray

## Order of tasks...

1. Electrician fits new dual power socket and cable tray
2. Audit sockets to identify which are to be kept (all upstairs including those behind cupboards, those downstairs in CCTV Control Room – rest no longer required)
3. Label all existing cables before disconnecting from existing patch panels
4. Check wiring scheme used (568A/B)
5. Confirm cable path, make holes etc. as required
6. Fit new cabinet
7. *Down time begins*
8. Move master phone socket
9. Move existing network cables
10. Terminate and test cables in use
11. Move Draytek router, test
12. Move PoE switch, test
13. *Down time ends*
14. Builders / decorators to make good after we are finished

## Summary (Ex-Vat)...

Description	Quantity	Cost	Total
12U 500mm Deep Black Comms Cabinet	1	£115.00	£115.00
Horizontal Rackmount Power Strip	1	£31.00	£31.00
Draytek Router Mounting Bracket	1	£41.00	£41.00
24 Port patch Panel	2	£27.00	£54.00
Cat5e 305m Cable Box	1	£68.00	£68.00
Cage Nuts/Bolts	1	£8.00	£8.00
Budget for parts possibly required (joiners, modules, faceplates)	1	£50.00	£50.00
Labour Consultant Engineer (per hour)	4	£100.00	£400.00
Labour Network Engineers (2 engineers per day)	3.25	£960.00	£3120.00

**Total = £3887+vat**

Kind Regards,

Alan Miller (Senior Account Manager)

07825 597440

e. [alan.miller@midlandcomputers.com](mailto:alan.miller@midlandcomputers.com)

t. 01952 588688

f. 01952 588555

**MIDLANDCOMPUTERS**



### **System Design Proposal**

Proposed Installation Address	Shifnal Town Council The Old Police Station, Tudor Way, Shifnal, Shropshire, TF11 8AZ.
Prepared By	Benn Jarvis
Specification Reference Number	BJ11247
Issue Number	1
Date	21 <sup>st</sup> December 2021

The following specification is for additions/alterations to the existing Intruder Alarm System to allow a further grout set area. Group Sets One and Two to remain as existing which are set/unset by existing keypads within each area.

The specification has been devised based on the information provided by the customer at the time of the survey.

#### **Schedule of protection**

All reference to the location of detection devices are taken from the assumption that you are positioned in the room that the protection is afforded.

*Note: Because it is not always possible to determine at the time of the site survey the nature and structure of the building, any hidden pipe work and cabling, the exact final location of equipment and the allocation of zones may be amended by the installing engineer in agreement with the customer at the time of install.*

#### **Group Set Three**

Item 1 - New	Entry exit Circuit No
Room Name	Office 1
Device	A surface magnetic reed contact. This product is classed as Grade 2.
Location	On door/frame of Newly formed external single leaf entrance door
Environmental	Class II

Item 2 Utilise Existing	Entry route Circuit No 1012
Room Name	Office 1
Device	Dual technology microwave passive infra-red movement detector
Location	Utilise existing in the corner to left of control panel and reprogram to entry route at a height of approximately 1.8 to 2.4 metres
Environmental	Class II

<b>Item 3</b> <b>Utilise Existing</b>	<b>Circuit No 1013</b>
Room Name	Office 2
Device	Dual technology microwave passive infra-red movement detector
Location	Utilise existing in the corner to right of newly formed door leading into Office 1 at a height of approximately 1.8 to 2.4 metres
Environmental	Class II

<b>Item 4</b> <b>Disable Existing</b>	<b>Circuit No 1011</b>
Room Name	W.C. Corridor
Device	Dual technology microwave passive infra-red movement detector
Location	Disable existing but leave in position in the corner to left of opening to Office 2 Lobby to allow new tenants to be able to access W. C's at a height of approximately 1.8 to 2.4 metres
Environmental	Class II

#### Control Equipment

Panel Type	Existing Galaxy G2-20 Panel The control equipment will have a standby battery giving 12 hours of operation in case of a mains failure.
Room Name	Office 1
Location	Existing at high level on rear partition wall
Environmental	Class II

#### Remote Keypad(s) (RKPs) New

Device	One Proximity Keypad
Room Name	Office 1
Location	On wall to right of newly formed external single leaf entrance door
Environmental	Class II
Proximity Fobs	Customer has requested that codes are to be used for setting and unsetting of the new Group Set Three area.

#### Engineer Install Notes

Due to flat roof within Office 1 new cabling to proposed door contact and keypad to be installed within surface mount white plastic mini trunking





### **QUOTATION**

<b>Proposed Installation Address</b>	Shifnal Town Council The Old Police Station, Tudor Way, Shifnal, Shropshire, TF11 8AZ.
<b>Prepared By</b>	Benn Jarvis
<b>Specification Reference Number</b>	BJ11247
<b>Issue Number</b>	1
<b>Date</b>	21 <sup>st</sup> December 2021

This is an outright sale agreement between Security Wise Limited (the company) and the customer as detailed above. The Company will install, test and commission the equipment as detailed in the specification attached hereto in accordance with our Terms and Conditions (see reverse). Please sign and return either via email to [claire@securitywise.uk.com](mailto:claire@securitywise.uk.com) or post to us at Marches House, March Way, Battlefield Enterprise Park, Shrewsbury, SY1 3JE.

The cost below is for the supply, installation and full testing/commissioning

<b>Total</b>	<b>£595.00 plus VAT</b>
--------------	-------------------------

## Appendix b)

[illegible]



## Shifnal Town Council

### REPORT TO THE ESTATES COMMITTEE

#### Report on Hub Bookings for January 2022

Please see below the current bookings for the Shifnal Community Hub and Old Fire Station as of 11<sup>th</sup> January 2022:-

Shifnal Community Hub			Old Fire Station		
Date	Time	Booking	Date	Time	Booking
06/01/2022	10:00 - 12:00	STC CCTV Review	07/01/2022	12:00 - 16:00	History Group
06/01/2022	14:00 - 16:00	STC Internal Audit Committee	08/01/2022	10:00 - 12:00	History Group
06/01/2022	17:30 - 19:30	STC Employment Committee	14/01/2022	12:00 - 16:00	History Group
10/01/2022	15:00 - 16:30	STC Bow Construction	15/01/2022	10:00 - 12:00	History Group
11/01/2022	12:30 - 14:30	STC Community Bus	21/01/2022	12:00 - 16:00	History Group
13/01/2022	14:30 - 16:30	STC Planning Committee	22/01/2022	10:00 - 12:00	History Group
14/01/2022	12:00 - 14:00	STC Proposed Police Base	28/01/2022	12:00 - 16:00	History Group
17/01/2022	17:30 - 19:30	STC Estates Committee	29/01/2022	10:00 - 12:00	History Group

The above bookings do not include Live at Home bookings as they have cancelled their January bookings, although STC are awaiting correspondence on future bookings from Live at Home.

Following the request from committee the Shifnal Community Hub and Old Fire Station hubs have been advertised on social media for hire and booking on the following dates:-

22<sup>nd</sup> December 2021  
 5<sup>th</sup> January 2022  
 12<sup>th</sup> January 2022  
 19<sup>th</sup> January 2022  
 26<sup>th</sup> January 2022

Old Fire Station  
 Shifnal Community Hub  
 Old Fire Station  
 Shifnal Community Hub  
 Old Fire Station

We have received 3 enquires about booking the hubs and one provisional booking for a childrens party on the 16<sup>th</sup> January 14:00 – 16:00.

Dave Gough (CPO)  
 12.01.2022



**Shifnal Town Council**

**REPORT TO THE ESTATES COMMITTEE**

**Report and Officer Recommendation on Proposed Refurbishment of Shifnal Library**

Further to the committee's request the CPO, in conjunction with the Town Clerk, Library Manager and KRM Construction conducted site meetings at Shifnal Library to prepare the following report.

The proposed refurbishment works for the library:

- 1) Replacement of external single glazed windows with UPVC double glazed windows and insulated solid panels, including 5 nos. windows and 3 nos. full height glazed panel windows.
- 2) Replacement of 1 no. external timber door with UPVC door with BS3621 multi lock.
- 3) Replacement of 1 no. internal entrance double wooden door with bi folding automatic door to match existing external door and comply with Building Reg. Doc. M Access to Buildings.
- 4) To replace damaged carpet floor tiles in the Customer Point office and redecorate office.
- 5) To supply and fit new toilet and basin in the staff lavatory and decorate.
- 6) To install new stud wall and door to create storage area in corridor between staff toilet and kitchen.
- 7) To replace existing kitchen units and white goods with new units with additional storage and decorate.
- 8) To supply and fit new flooring in toilet, corridor and kitchen.
- 9) To decorate rear corridor area.

KRM Construction have given an indicative cost of £45,000.00 + VAT as a proposed project budget to conduct the above works.

### **Officer Recommendation**

The CPO recommends that the above works be split into two phases:

**Phase 1:** The replacement of windows and doors in points 1 – 3. To be completed in the 2021/2022 budget year (Qtr. 4).

**Phase 2:** The internal office, toilet, kitchen and rear corridor in points 4 – 9. To be completed in the 2022/2023 budget year (Qtr. 1).

During phase 1 the library would have to be closed for a period of 1 – 2 weeks to replace the windows and internal door. Shropshire Council Library Services have indicated during initial planning discussions that a mobile library may be available during the closure period.

During phase 2 the library would be open to the public.

Before works are conducted three formal quotations would be sought for an accurate project cost for each phase and to select an appropriate contractor.

Budget line: Asset transfer earmark reserves (£128,960.00).

Dave Gough (CPO)  
11.01.2022



**Shifnal Town Council**

**REPORT TO THE ESTATES COMMITTEE**

**Report on the Proposed gate to the Rear of the Old Fire Station**

Further to the committee's request, the gate at the rear of the Old Fire Station has been identified as requirement to stop the rear of the Old Fire Station been used for anti-social behaviour.

The proposed gate will need to conform with fire escape requirements as it is an identified fire escape route.

Site meetings were held with Bow Construction, Granville Construction and KRM Construction to obtain quotations for the supply and fix of a new gate and side panel. The quotations submitted are:

<b>Contractor</b>	<b>Nett</b>	<b>VAT</b>	<b>Total</b>
Bow Construction	Awaiting Quotation	Awaiting Quotation	Awaiting Quotation
Granville Construction	£2,568.87	£513.77	£3,082.64
KRM Construction	£2,476.00	£495.20	£2,971.20

Budget line: Old Fire Station (£6,500.00).

Dave Gough (CPO)  
11.01.2022



12th January 2022

Residents Address  
To Be Inserted

**St. Andrews Churchyard Boundary**

Dear Sirs,

Shifnal Town Council is writing to you concerning the shared boundary of your property with St. Andrews Churchyard.

Shifnal Town Council has responsibility for the health and safety and maintenance of parts of St. Andrews Churchyard and its boundary walls.

Any works, alterations or changes that may impact the boundary and surrounding area that you may consider currently or in the future would require the permission of Shifnal Town Council before works could commence. Applications are to be made in writing to the Town Clerk at Shifnal Town Council at the address at the foot of this letter.

Yours Sincerely

Town Clerk

---

Office Hours 10am – 1pm (Monday to Friday)

Tel: 01952 461420  
E-mail: [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk)  
[www.shifnaltowncouncil.gov.uk](http://www.shifnaltowncouncil.gov.uk)



Shifnal Community Hub  
Tudor Way  
Shifnal  
Shropshire  
TF11 8DJ





**Shifnal Town Council**

**REPORT TO THE ESTATES COMMITTEE**

**Report on the Condition Survey of St. Andrews Churchyard Boundary**

Further to the repair to the boundary wall at St Andrews Churchyard, the committee requested that quotations were sought for a condition survey of the boundary walls that fall under STC's health and safety and maintenance responsibilities.

ASC Design, Thomas Consulting and TSR Surveyors were approached and provided with site maps to gain quotations for conducting a condition survey. The quotations submitted are:

<b>Contractor</b>	<b>Nett</b>	<b>VAT</b>	<b>Total</b>
ASC Design	£450.00	£90.00	£540.00
Thomas Consulting	£750.00	£150.00	£900.00
TSR Surveyors	£900.00	£180.00	£1,080.00

Budget line: Open Space Maintenance (£12,000.00).

Dave Gough (CPO)  
12.01.2022

## **Perspective External Storage Facilities for Shifnal Town Council**

Author Mr Bob Haddon

20 Dec 2021

At the estate's committee meeting on the 6<sup>th</sup> Dec 2021, I agreed to find out the feasibility and viability to transfer from our existing storage to another facility.

Proposed new location. Sunnyside Farm & Livery, Eveleth Mill

Owner Mr. John Benson.      Tele 07759 664827

Mr. Benson will be creating a new storage business to complement his existing business of farm and livery. He intends to do this ASAP in January 2022.

The existing stables (see photos below) will be converted into **secure storage units**. There will be three units in the first phase with a further three at a later date (if required).

There is main road access to the storage areas with a loading/unloading area.

Each unit's approximate area is 20' x 10' with a sloping roof construction

Each unit can be taken on a long term lease

Cost provisional discussed £30 per week for each unit. Total for 3 secure units per annum £4680

The only item not discussed is the type of lease i.e. fully repairing / insurance?





**Canopies**  
OPTIONS FOR CANOPIES – BUY / RENT

Lucie Pritchard 07.01.2022

## Task

- Find out how many we have
- Sizes of canopies
- A cost to replace (like for like) don't need weights
- 3 hire companies :-
- o Day rate for the hire of the same amount of canopies and the maintenance (delivery, putting up and taking down)
- o Check they have liability insurance.

We currently have 16 canopies and the sizes are 4m x 2m.

Previous Purchase order for canopies. I have had a look at the company we previously ordered from but I can no longer order from them. The following canopies are ones that are available at this moment in time

SHIFNAL TOWN COUNCIL		<b>PURCHASE ORDER</b>	
Council Offices Ground Floor The Mason House 43 Broad Way Shifnal TF11 8BB waft@shifnal.co.uk	P.O. NO. 124 DATE 29th May 2012		
<b>VENDOR</b>	Nickell Industries Limited Units 10 & 11 Widnes Industrial Estate Hesketh Lane Barton-on-Trent DE14 1DF	<b>DELIVER TO:</b>	Shifnal Town Council Council Offices Ground Floor The Mason House 43 Broadway Shifnal TF11 8BB
<b>SHIPPING METHOD</b>	<b>SHIPPING TERMS</b>	<b>DELIVERY DATE</b>	
		Please do not deliver before 2nd July 2012	
<b>QTY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>LINE TOTAL</b>
18	2.5m x 5.0m Instaframe 50 range	795.00	14,310.00
2.00	4.0m x 8.0m Instaframe 50 range	1,120.83 €	2,241.66
120.00	26kg weights	38.15	4,650.00
20	Gutters	€ 18.28	285.60
40.00	4M Molded Insole	52.00	2,080.00
40.00	6M Molded Insole	65.00	2,620.00
1.00	Delivery charge	200.00	200.00
	Please do not deliver before 2nd July 2012		
		<b>SUBTOTAL</b>	25,267.26
		<b>SALES TAX</b>	€ 5,253.45
		<b>TOTAL</b>	€ 31,520.71

1. Please send two copies of your invoice.  
2. Prior to this order is accordance with the price, terms, delivery method, and specifications listed above.  
3. Please notify us immediately if you are unable to provide as specified.  
4. Send all correspondence to:  
C Piers Thomas  
Treasurer  
Shifnal Town Council  
Council Offices  
The Mason House  
43 Broadway  
Shifnal  
TF11 8BB

Authorised by: C Piers Thomas on behalf of Shifnal Town Council      29th May 2012

## Replace canopies for a (like for like)

### SURF & TURF INSTANT SHELTERS LTD

#### OPTION 1 :-

4m x 2m Canopro Elite – Heavy Duty Pop Up Gazebo £589.00 - £1,215.00



#### Description for website :-

Our premium collection of instant shelters Shield yourself from the elements with a high and shelter that will stand up to the challenge of outdoor events time and again.

Our Canopro Elite Shelter is a long-lasting investment for your business, boasting unprecedented strength and remarkable ease of transportation. Made from quality materials and tested to the highest standards, we are proud to present our most professional shelter to date.

From motorsport teams and local councils to marquee hire companies and exhibitors, our elite shelter is trusted by businesses throughout Europe.

Our waterproof marquees offer reliable shelter from wind and rain. Shelter only (frame and canopy) from - £589.00

Complete Package (with side walls) from - £749.00

Colours – Black / Black and Silver / White / White and Dark Green

#### Option for cover bag :-

- Big wheeled bag – with shelter + £66
- Cover Bag + £0
- Flight Case M + £466.00

#### Frame Specification :-

- 2mm gauge high-quality anodized aluminium
- 60mm hexagonal alloy legs
- Cast alloy joints
- Reinforced cross bars with unique internal ribs
- Nuts and bolts construction
- Quick-release pull pin fixing
- 5 position adjustable height settings 190cm – 220cm
- Neoprene Joint Protectors



#### Canopy Specification :-

- Manufactured from 550g per Sq metre high quality, close mesh polyester, PU coated on the outside with a PVC coating on



- the inside to ensure fully waterproof
- Double stitched with reinforcing on stress areas
- All seams tape sealed
- Flame Retardant BS 7837 (with fire certificate)
- Canopy Securing Bolts, these are a vital feature and ensure the canopy is attached correctly to the frame. Over time they also keep the canopy tight, giving a more professional look.
- Canopy Protector Bag

#### Side Specification :-

- Manufactured from the same 550g per Sq metre high quality coated mesh polyester, PU coated on the outside with a PVC coating on the inside to ensure fully waterproof.
- 35mm PVC sewn in mud wall
- Sides fix to the canopy with a continuous Velcro quick fix system, giving the best seal between the canopy and sides.
- Each panel has zipped ends and can be fixed in any position to suit the conditions of the day, when zipped together it also ensures a water tight and windproof seam on all corners as well as a tight and professional look. The zip continues on to the PVC mud wall, this is a unique and vital feature.
- Reinforced zipped areas, our sidewalls have a double material reinforced area around the zip area, this give maximum strength to this stress area. A major benefit to traders and exhibitors who use the shelters with a sidewall panel remove for more exposure.
- No.8 Zips, all our sides feature No.8 zips for strength and reliability.
- Shelter sides have one solid panel, two window panels with a blind on the inside which can be rolled up and down as well as one door panel.
- Sidewall pockets, all Canopro Elite sidewalls have built in ground bars pockets, meaning if ground bars are used the side walls will be secured to the frame, stopping them from blowing in the wind. This is a unique feature and can be vital if the shelter is used on hard-standing when the sides cannot be pegged.
- Door Stoppers, all of our door panels are finished with high quality PVC stoppers
- Cut Out Corners, For ease of use all of our side walls have cut angled corners, designed to make joining the walls as easy as possible.
- Joining Strip, side walls are designed to be tight fit, this ensures they look neat and professional, if you struggle to join the last side, use the additional joining strip we provide with all sides free of charge
- All the sides are interchangeable to suit the conditions of the day.



#### Included Accessories :-



- Canopy Protector Cover – This drawstring bag goes over the canopy when the frame is packed down, prior to putting the shelter in the bag. It assists in the protection of your canopy and stops it from getting marked by the frame bag.
- Neoprene Joint Protectors – Unique to Surf & Turf Instant Shelters, our neoprene sleeves



cover all joints, connectors and central spider joints to assist the protection of the canopy material from being damaged against the frame.

- Heavy – Duty Anchor Kit – Consisting: 360mm x 12mm steel marquee pegs, specially designed, cam adjusted 30mm straps and zipped carry bag.

#### Cover Bag Options :-

The Canopro Elite shelter comes with a free cover bag, wheeled bags and flight cases are available as optional extras.

- Cover Bag – free bag supplied with all Canopro Elite Shelters.
- Standard Wheeled Bag – Standard bag but with wheels for easier transportation
- Large Wheeled Bag – Our professional large wheeled bag is designed for customers who require an upgrade over our standard wheeled bag, it has the benefits of a full stack trunk, but without the weight and bulky storage size. Designed for commercial use this bag is perfect for exhibitions, events and for customers who need to regularly transport their Instant Shelter over long distances. With a steel base plate, and oversized large wheels, this is the highest quality Instant Shelter bag on the market.
- Flight Case – Our flight cases are manufactured to the highest specification with heavy duty wheels and handles. Each flight case has industrial securing straps to ensure minimal movement of the shelter. Flight cases are perfect for motorsport teams, marketing companies, council and exhibitors. They are widely used by companies who send their printed shelters around the country by courier.



#### Warranty :-

We are so confident in the exceptional quality of our Canopro Elite shelter, not only will you get the 12-month manufactures warranty, but you will also get 36 months framework warranty and the additional cover of our 12 months accidental damage scheme.

## OPTION 2 :-

4m x 2m Canopro Lite Lightweight Shelter – A strong, lightweight and professional shelter £469.00 - £629.00



Description from website :-

Protect yourself from the elements for all-weather entertaining, with a reliable, cost-effective shelter that's ideal for business, sports and corporate events. Our Canopro Lite Shelter is a middle-grade instant shelter, featuring a strong yet lightweight design that ticks all the boxes without breaking the budget.

With a strong, yet lightweight 40mm hexagonal section aluminium frame and a 380g per Sq metre high quality coated mesh polyester canopy and sides, the Canopro Lite is an cost effective solution for any corporate, business, motorsport or personal event.

Shelter Only (frame and canopy) from - £469.00

Complete Package (with side walls) from - £589.00

Colours – Black / White

Neoprene Covers :-

- Neoprene 4.5m set (+ £40.00)
- None Needed (+ £0)

Frame Specification :-

- Constructed from hexagonal aluminium with a diameter 40mm x 1.3mm
- Heavy-duty quick release pull pin joints
- 5 position, fully adjustable height settings
- 110mm x 110mm fully welded zinc plated steel footplate
- Quick-release pull pin fixing
- All framework assembled with machine nut and bolt for ease of maintenance
- Available as an accessory, Neoprene Joint Protectors



Canopy Specification :-

- Manufactured from 380g per Sq metre high quality, close mesh polyester, PU coated to ensure fully waterproof
- Double stitched with reinforcing on stress areas
- All seams tape sealed
- Canopy Securing Bolts, these are a vital feature and ensure the canopy is attached correctly to the frame. Over time they also keep the canopy tight, giving a more professional look.
- Canopy Protector Bag

Sides :-

- Manufactured from the same 380g per Sq metre high quality coated mesh polyester, PU coated to ensure fully waterproof

Sides fix to the canopy with a continuous Velcro quick fix system, giving the best seal between the canopy and sides

- Each panel has zipped ends and can be fixed in any position to suit the conditions of the day, when zipped together it also ensures a watertight and windproof seam on all corners as well as a tight and professional look.
- Reinforced zipped areas, our sidewalls have a double material reinforced area around the zip area, this gives maximum strength to this stress area. A major benefit to traders and exhibitors who use the shelters with a sidewall panel remove for more exposure.
- No.8 Zips, all our sides feature No.8 Zips for strength and reliability.
- Shelter sides have one solid panel, two window panels with a blind on the inside which can be rolled up and down as well as one door panel.
- Door Stoppers, all of our door panels are finished with high-quality PVC stoppers
- Cut Out Corners, For ease of use, all of our side walls have cut angled corners, designed to make joining the walls as easy as possible
- Joining Strip, sidewalls are designed to be a tight fit, this ensures they look neat and professional if you struggle to join the last side, use the additional joining strip we provide with all sides free of charge
- All the sides are interchangeable to suit the conditions of the day

Included Accessories :-

- Wheeled Cover Bag – The Canopro Lite shelter comes complete with a wheeled cover bag for storage and transportation.
- Canopy Protector Cover – This drawstring bag goes over the canopy when the frame is packed down. Prior to putting the shelter in the bag. It assists in the protection of your canopy and stops it from getting marked by the frame bag.
- Heavy-Duty Anchor Kit – consisting : 360mm x 12mm steel marquee pegs, specially designed, cam adjusted 30mm straps and zipped carry bag

Weights and Dimensions :-

- Frame packed size – 155cm x 25cm x 25cm
- Side Walls in bag – 46cm x 46cm x 18cm
- Canopy – 55cm x 37cm x 8cm
- Frame weight – 17kg
- Canopy weight – 5kg
- Sidewall weight – 12kg

Warranty :-

The Canopro Lite Shelter is covered by a 12-month manufacturer's warranty as well as a 24-month framework warranty.

A comprehensive list of spare parts are kept in stock ready to ship should you need them.

<https://surfturf.co.uk/shop/shelters/canopro-lite/4m-x-2m-2/>

## Hire of Canopies

### Hire of Canopies from Expo Hire Birmingham

#### OPTION 1 :-

Pop up Gazebo Package 3m x 3m

£75 each

- Price for standard 3 day hire
- Extended hire available for
  - £15 per extra day up to day 7
  - £11.25 per extra day up to day 28
  - £7.50 per extra day after that
- Free minor damage waiver
- Optional cleaning service available
- Delivery cost varies by date and postcode
- All prices exclude VAT



#### Description:-

This 3m x 3m Commercial Grade Pop Up Marquee is ideal as an outdoor catering canopy, market stall or to summer fairs. It is a great product for regular use in a commercial setting and is ideal for those who want a strong, sturdy pop up gazebo. Please note, this is not your regular pop up gazebo that you may have seen in numerous stores. This is extremely heavy duty, designed for the most challenging environments and for longer term rentals.

A 3m x 3m gazebo will normally allow for 6 – 10 people sat down or 7 – 15 people standing.

The frame features an innovative concertina design that makes it super-fast and is able to be erected by two strong people. Simply pull at both ends and the frame folds out to create a sturdy and reliable gazebo.

Designed for either soft or hard ground. Each gazebo comes with a set of 4 cast iron weights as standard, as well as a set of 3 side panels.

Please note, these are not marquees, these are hardworking industrial gazebos. They are not designed to be used in formal settings or anywhere where style over function is important.

Frame and Canopy Weight :- 37kg

Weight of sideways Set :- 16kg  
Packed dimensions

Frame :- 33cm (W) x 44cm (L) x 151cm (H)

Sidewalls Set:- 42cm (W) x 42cm (L) x 22cm (H)

Material	Aluminium
Weight	113kg
Frame	Aluminium
Roof	Polyester
Roof Thickness	500gsm
Fixings	Velcro
Supplied with	Three side walls and weights

## OPTION 2 :-

Pop Up Gazebo Package – 3m x 6m

£125 each

- Price for standard 3 day hire
- Extended hire available for
  - £25 per extra day up to day 7
  - £18.75 per extra day up to day 28
  - £12.50 per extra day after that
- Free minor damage waiver
- Optional cleaning service available
- Delivery cost varies by date and postcode
- All prices exclude VAT



## Description :-

This gazebo is a great product for regular use in commercial setting and is ideal for those who want a strong, sturdy pop up gazebo. The frame features an innovative concertina design that makes it super-fast and easy to erect by four people – one on each corner. Simply pull at both ends and the frame folds out to create a sturdy and reliable gazebo, perfect for commercial and domestic use.

A 3 x 6m Gazebo will normally allow for 12 – 20 people to be seated or 15 – 30 people standing.

Our gazebos come with four side panels as standard, along with a 12.5kg weight for each corner.

Please note, these are not marquees, these are hardworking industrial gazebos. They are not designed to be used in formal settings or anywhere where style over function is important.

Material	Aluminium
Weight	156kg
Frame	Aluminium
Roof	Polyester
Roof Thickness	230gsm
Fixings	Velcro
Supplied with	Three side walls and four weights



## Shifnal Town Council

### GREENSPACE MAINTENANCE SPECIFICATION

January 2022

#### INTRODUCTION

##### Overview

The Shifnal Town Council Greenspace Maintenance Specification covers the requirements for Maintenance Services for the Shifnal Town Council assets. This will be provided as follows: -

- 1) All facilities detailed, including recreational and communal areas but not exclusively, cemetery, playgrounds, St Andrews Churchyard, Allotments and Multi Use Games Area (MUGA) services are to be provided by the Contractor.

**All activities are to be carried out by suitably competent and qualified personnel.**

**Risk assessment and method statement will be required for each task.**

**The Contractor shall hold all the relevant levels of insurance.**

#### MAINTENANCE SERVICES

##### Grass Cutting

The Contractor shall regulate his grass cutting frequency in order that grass growth does not exceed the maximum and is reduced to the minimum target growth.

The Contractor shall operate in accordance with the relevant safety restrictions and constraints such as restricted access times, restrictions on use of certain equipment and the hazards these sites present from a health and safety point of view.

The Contractor shall sustainably dispose of arisings from its Grounds Maintenance activities, for example, composting. Arisings shall be collected and where on-site facilities do not exist, removed off-site to a licensed disposal site provided by the Contractor at his sole cost. On site facilities, are only to be used where appropriate and safe to do so.

The Contractor shall inspect all areas on each occasion before commencing grass cutting operations, and shall remove and dispose of all litter, stones and other debris which might cause personal injury, or damage machinery, equipment and installations.

All machines shall be fit for use with grass cutting machines appropriate for the size of the area being maintained and the standards of finish specified. Inaccessible margins, isolated rough areas of any size, corners, base of fence lines, base of hedges, bases of all buildings, kerb lines, path edges, manholes, shrub beds and the like, shall be cut by other suitable machines or by hand on each occasion. Cutters of all mowers shall be sharp, properly set and shall cut the sward evenly and cleanly.

All arisings from grass cutting scattered on roads, paths and the like shall be swept up collected and removed off-site on the same day as the items of work are undertaken.

Immediately prior to the commencement of the grass-cutting season all grass areas shall be cleared of all litter and debris. This will include all twigs and branches, leaves, stones, bricks, paper, plastic sheeting, wood and any other extraneous debris. All arisings are to be collected and where on-site facilities do not exist, removed off-site to a licensed disposal site provided by the Contractor at his sole cost.

Grass cutting operations shall be carried out in accordance with BS 7370: Part 3, Clause 11 and the standards identified in the tables below.

#### Short Grass Specification.

- 1) Play Areas, Church Yard, Cemetery and open communal areas and footpaths shall be treated as 'short grass' and should not exceed 60 mm in height at any time.
- 2) Grass shall be cut by means of approved mowers in order to produce the performance standards. The finish shall be even, regular and free from ribbing. Tractor mounted Flail mowers shall not be permitted.

Area	Period	Max Grass Height	Min Grass Height	Other Requirements
Play Areas, Church Yard, Cemetery and open communal areas and footpaths unless specifically detailed otherwise.	Minimum of every two weeks or as necessary to attain specification	60 mm	20 mm	Arisings to be removed

Edges to short grass, that is to say where short grass areas abut roads, paths kerb edges or other hard surfaces, shall be edged in order to maintain a defined line closely parallel to the edge of the surface. Edges shall be cut vertically to a minimum depth of 50mm on one occasion per year.

- 1) In short grass areas all arisings are to be removed on an ongoing basis and immediately upon completion of the works

#### Long Grass Specification.

- 1) Grass to communal low amenity or communal wooded areas shall be treated as 'long grass' and should not exceed 250mm in height at any time.
- 2) The Contractor shall maintain all Long Grass areas. Grass shall be cut by means of approved pedestrian guided, ride-on, or tractor mounted grass cutting equipment with a rotary or flail cutting action. The finish shall be even, and free from ribbing. The Contractor shall ensure that all machinery used shall be so adjusted and operated to prevent 'Scalping'. Arisings to remain on the ground.

Area	Period	Max Grass Height	Min Grass Height	Other Requirements
Grass to communal low amenity or communal wooded areas unless specifically detailed on the drawings.	As necessary to attain spec.	250mm	100mm	



### Shrub / Flower / Rose Beds: -

The Contractor shall maintain flower beds in communal areas as identified.

Flower beds are to be kept weed and litter free. Soil in beds where present to be turned over every 6 to 8 weeks and be kept free of weeds.

Edging to flower beds and borders is to be carried out on an annual cycle between March and November. Areas containing bulbs shall not be cut during the flowering season. Eight weeks after flowering the grass shall be treated the same as all other grass areas.

Unless otherwise instructed all shrubs within the contract area to be pruned annually according to recognised horticultural practice for the species concerned in accordance with the programme set out below and prevailing weather conditions.

A general purpose slow release fertiliser is to be applied to all shrub beds in accordance with the table below: -

Month	Action
February	Prune shrubs which flower on current season's wood.
March	Fertilise beds with a general-purpose slow release fertiliser.  Prune Winter flowering shrubs and those with coloured barks/stems plus shrubs which normally only require pruning to maintain shape.
May	Apply general multi-faceted pesticide.
July	Apply general multi-faceted pesticide.
As required	Shrubs' flowering in March to July on previous season's wood to be pruned immediately after flowering.

All dead, dying, weak, diseased and crossing branches to be removed to achieve a good balanced structure for individual shrubs.

Any variegated shrubs showing signs of reversion to have the affected branch(es) cut back to the main stem. Any self seeding plants e.g. Ash, Sycamore etc. which appear in shrub beds to be removed immediately.

Where dead or dying plants are removed, appropriate replacement plants are to be provided, in keeping with the other plants in the bed.

Beds are not to be grassed over without the permission of Shifnal Town Council.

### Hedges

All hedges are to be cut twice a year, between October and March out of the nesting period and maintained.

The Contractor shall maintain hedges at an appropriate width, not normally wider than 1m unless agreed with Shifnal Town Council.

The Contractor shall cut the tops of hedges and ensure a maximum height of 1.8m. Exceptionally the Contractor shall request permission from Shifnal Town Council to maintain hedges over this height in special circumstances, including but not exclusively screening hedges (e.g. play areas) and where aesthetically or environmentally required.

Hedges to be profiled to maintain a uniform and appropriate height / width. If there are security concerns the profile shall be agreed with Shifnal Town Council. Where adjacent to roads and footpaths the hedge shall be trimmed to avoid obstruction to

vehicles and pedestrians and to provide required line of sight at road junctions. Where adjacent to properties hedges shall be trimmed back to ensure that they do not touch, or overhang, the property at any time throughout the year.

Hedges are to be maintained in a weed-free condition at all times. This will include the removal of self seeded ash, sycamore, elder, bindweed and brambles etc.

All trimmings are to be collected and where on-site facilities do not exist, removed off-site to a licensed disposal site provided by the Contractor at his sole cost.

### Trees

The Contractor is responsible for the maintenance, upkeep and safety of all trees as specified.

All trees are to be inspected annually and an Arboriculture Survey and report is to be undertaken as requested, in accordance with BS 3998. All recommended health and safety works are to be carried out immediately.

Crowns are to be maintained at a minimum height of 2.5m above pedestrian access areas (footpaths and drives and where they unduly restrict the use of space etc.), 4m above estate roads and 5.5m above public highways. Trees on in the cemetery and play areas only require crowns to be lifted in respect of H&S issues for grounds maintenance.

Where trees touch, overhang or otherwise directly or indirectly interfere with adjacent properties (including private properties) they are to be pruned, cut back or felled as necessary to prevent damage and / or increased maintenance to roofs, walls and foundations.

If a tree is found to be fallen, dead or diseased the Contractor shall fell and remove in a safe manner, remove stump, and replace the tree on a one to one basis with an appropriate variety, unless otherwise instructed by Shifnal Town Council. All replacement trees to be; suitably located (taking in to account proximity of foundations and soil conditions), staked, tied, protected, and maintained until established.

The Contractor shall check tree stakes for firmness, vertical position and signs of rot or damage, including damage to the tree caused by the stake. The Contractor shall re-firm, replace or remove completely as appropriate and dispose of arisings off site, making good to surfaces by backfilling any voids. Where necessary the Contractor shall replace stakes with new peeled, tanalised stakes of an appropriate size fitted with one tie and pad at an appropriate height.

The Contractor shall check tree ties and rubber pads, adjust, re-fix or replace as necessary using 25mm wide continuous belt or buckle type tie complete with required fixings, pads and spacers.

The Contractor shall ensure that stumps and roots resulting from tree felling activities are ground out or mechanically excavated to a minimum depth of 450mm below ground level, and any roots larger than 50mm are to be removed.

Once per annum during November, the Contractor shall ensure that all epicormic growth will be removed from ground level up to a height of 2m from any tree irrespective of size. This will particularly apply to Tilia, Crataegus, and Prunus species.

The Contractor shall ensure that any tree showing signs of reversion will have the relevant branch removed immediately upon being noticed.

The Contractor shall ensure that any tree which is badly vandalised shall be removed immediately upon being noticed, replaced with another tree, the hole backfilled and ground made good, unless otherwise instructed by Shifnal Town Council.

### Leaf Clearance

The Contractor shall carry out leaf clearance on footpaths as specified, subject to seasonal variation, starting with the first significant leaf fall (usually October) and to continue on a fortnightly cycle until all leaves have fallen and been collected.

All leaves are to be collected and where on-site facilities do not exist, removed off-site to a licensed disposal site provided by the Contractor at his sole cost.

### Recreational Areas

These requirements cover the grounds maintenance elements of all designated play parks, playgrounds and play areas including Multi-Use Games Areas (MUGA).

The Contractor shall ensure that sand and bark safety surfacing is raked even, foreign material removed, and topped up to a minimum depth of 300mm.

Where faeces are found in play areas they are to be removed and disposed of appropriately. Where faeces are found in sand pits, the faeces are to be removed and the sand disinfected.

Grass to playgrounds is to be maintained as short grass. Bare patches of grass are to be reseeded during the growing season and maintained until the grass is established.

All associated playground signs to be cleaned as and when required and replaced where illegible.

### Hard Landscaping

All hard surfaces including footpaths, kerbs, play grounds and fence lines are to be maintained in a weed free condition through the application of suitable and approved herbicides and/or mechanical means.

All pathways, parking areas, and other hard surfaces will be swept clean by hand or mechanical means quarterly during March, June, September and December.

The Contractor will maintain the safety, appearance and function of street furniture including signage.

### Controlled Weeds

Curled or Broad Leafed Dock, Giant Hogweed, Ragwort, Spear Thistle, Creeping Thistle, Japanese Knotweed and other controlled weeds are to be treated / removed immediately upon identification, in accordance with the Wildlife and Countryside Act 1981 and/or the Weeds Act 1959.

### Fences and Planters

All fences and planters are to be maintained and treated annually with a suitable stain or preservative.

### Allotment Taps

All taps will be maintained functional and secure, free from grease and lime scale and will not drip.

### Vandalism and Graffiti

Upon request from Shifnal Town Council any damage not otherwise covered by the contract is to be repaired and or graffiti removed from walls, signs, play equipment, fences etc.

### Records and Reporting

The Contractor shall keep a record all relevant information relating to maintenance and produce a monthly report for Shifnal Town Council.

## **ADDITIONAL REQUIREMENTS**

Please provide a separate schedule of rates for the following items which may or may not be requested by Shifnal Town Council.

### Snow and Ice

The Contractor may be requested to provide appropriate salt/grit bins for footpaths through recreational areas and ensure that they are fit for purpose during the winter months.

The Contractor may be asked to clear snow and ice from specified footpaths and hard standings during the winter months.

Dave Gough (CPO)  
11.01.2022