



# SHIFNAL TOWN COUNCIL

## A G E N D A

29<sup>th</sup> March 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 4th April 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.**

---

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

- ES430/21 Public Session**
- ES431/21 Apologies received from Councillors**
- ES432/21 Declaration of Members' Interest**  
*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.*
- ES433/21 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 7<sup>th</sup> March 2022**
- ES434/21 Shifnal Community Hub & Old Fire Station Hub**
- i) To NOTE a report on the police base from the Community Projects Officer.
  - ii) To CONSIDER a verbal report from Cllr. Roger Cox.
  - iii) To CONSIDER a proposal to replace the vehicle gate at Shifnal Community Hub to accommodate the Community Bus and Police vehicles.
  - iv) To CONSIDER a proposal from Cllr. Z Turner for a dog training group to use the outdoor garden space at the Shifnal Community Hub.
  - v) To NOTE a report on the bookings and advertisements for STC community hubs from the Community Projects Officer
- ES435/21 Shifnal Library**
- i) To NOTE that the order has been placed with RTS Door Systems for the bi folding automatic entrance door for Shifnal Library.
  - ii) To CONSIDER a report on the proposed refurbishment of Shifnal Library from the Community Projects Officer.
- ES436/21 St. Andrew's Churchyard**
- i) To CONSIDER a condition survey report of the Churchyard boundary on the 8<sup>th</sup> February 2022 by ASC Design.
  - ii) To NOTE St. Andrew's Church has commissioned a condition report on the trees at St. Andrews Churchyard. Awaiting report before further meeting to take place between STC and St. Andrews Church.
  - iii) To NOTE a meeting is to take place on the 31<sup>st</sup> March with Shropshire Council Health and Safety to consider health and safety issues at St. Andrew's Churchyard.
  - iv) To NOTE a verbal report on the communication with McMillan Masonry on the rectification issues on the church wall rebuild.
- ES437/21 Public Toilet Refurbishment**  
 To NOTE a verbal update on the public toilet refurbishment survey by DPS Architects Ltd by the Communities Project Officer.
- ES438/21 Street Lighting**  
 To NOTE the order has been placed with E.ON for 31 nos. replacement street lights in Shifnal.
- ES439/21 STC Estate Alarms, Emergency Lighting and Fire Extinguishers Contracts**  
 To CONSIDER a report on the alarms, emergency lighting and fire extinguishers from the Administration Officer.

- ES440/21      Green Spaces**  
i)      To CONSIDER a verbal update on the transfer of green spaces within Shifnal from Cllr. E Bird.  
ii)      To NOTE the order has been placed with Brewood Landscapes Ltd for the 12 month green space contract.
- ES441/21      Solicitors / Legal Advice**  
To NOTE a report on solicitor / legal advice from the Community Projects Officer.
- ES442/21      Proposed Tree Planting Scheme**  
To CONSIDER a report from Cllr. Zoe Turner.
- ES443/21      New IT Requirements for STC Offices**  
To CONSIDER a report on new IT requirements from the Community Projects Officer.
- ES444/21      Seating Benches**  
To CONSIDER a verbal report from Cllr. Cox.
- ES445/21      To Review Actions from Previous Committee Meetings**
- ES446/21      Next Estates Committee Meeting**  
Monday 9<sup>th</sup> May 2022 – 5:30pm – Shifnal Community Hub

**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

---

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