



# SHIFNAL TOWN COUNCIL

## A G E N D A

29<sup>th</sup> April 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 9<sup>th</sup> May 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.**

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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

- ES499/21 Public Session**
- ES500/21 Apologies received from Councillors**
- ES501/21 Declaration of Members' Interest**  
*To receive declarations about any items under consideration on this agenda in accordance with the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Shifnal Town Council Code of Conduct. Declarations may be of a pecuniary or non-pecuniary nature.*
- ES502/21 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 4<sup>th</sup> April 2022**
- ES503/21 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 report 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 Administration Assistant.
  - vi) To NOTE a clarification to ES377/21 ii) (7<sup>th</sup> March 2022). The reference to hub booking charges is to be applied to both Shifnal Community Hub and the Old Fire Station Community Hub.
- ES504/21 Shifnal Library**
- i) To NOTE that RTS Door Systems are scheduled to install the bi folding automatic entrance door at Shifnal Library on 12<sup>th</sup> May 2022.
  - ii) To CONSIDER a report on the proposed refurbishment of Shifnal Library from the Community Projects Officer.
- ES505/21 St. Andrew's Churchyard**
- i) To CONSIDER a report of the Churchyard boundary and the health and safety recommendations by the Community Projects Officer.
  - ii) To NOTE that a meeting was held with Rev. Chris Thorpe on 21<sup>st</sup> April 2022. A letter was received from Rev. Thorpe confirming his satisfaction with the church wall rebuild.
  - iii) To NOTE a meeting with McMillan Masonry on the rectification issues on the church wall rebuild is due to take place on 10<sup>th</sup> May 2022.
- ES506/21 Public Toilet Refurbishment**  
To NOTE DPS Architects Ltd conducted a survey of the public toilets on 13<sup>th</sup> April 2022 and is conducting a further site visit w/c 02.05.2022 to prepare the draft specification and drawings for the committee to review.
- ES507/21 Green Spaces**
- i) To CONSIDER a verbal update on the transfer of green spaces within Shifnal from Cllr. E Bird.

- ES508/21 Solicitors / Legal Advice**  
To NOTE a meeting with Clarkes Solicitors, the Town Clerk and Community Projects Officer will be held on 10<sup>th</sup> May 2022 to further the police lease, community land transfer and churchyard maintenance agreement and the land registration of the proposed Rain Garden Project.
- ES509/21 Proposed Tree Planting Scheme**  
To CONSIDER a report from Cllr. Zoe Turner.
- ES510/21 IT Requirements for STC Offices**  
To CONSIDER a report on Microsoft Projects requirements from the Administration Officer.
- ES511/21 Seating Benches**  
To CONSIDER a report on STC seating benches.
- ES512/21 To Review Actions from Previous Committee Meetings**
- ES513/21 Next Estates Committee Meeting**  
To be Confirmed

**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 G. Tonkinson

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

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