



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on
Monday 4th April 2022, Commencing at 5:30pm at the Shifnal Community Hub,
Tudor Way, Shifnal, TF11 8DJ.**

Present: Councillors: R. Cox (Chairman)
J. Horne, T. Tarran, P. Williamson

In Attendance: D. Gough (Community Projects Officer)

ES430/21 Public Session

None Present

ES431/21 Apologies received from Councillors

Cllr. B. Haddon – Annual Leave
Cllr Z. Turner – Working Commitments
Cllr J. Moore – Prior Engagement

ES432/21 Declaration of Members' Interest

Members must declare any pecuniary or non-pecuniary interests in a matter on the agenda.

None

ES433/21 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 7th March 2022

The Minutes of the Estates Committee Meeting held on Monday 7th March 2022 were CONFIRMED and signed by the Chairman.

ES434/21 Shifnal Community Hub & Old Fire Station Community Hub

- i) Members NOTED the report on the police base project from the Community Projects Officer.
- ii) Members CONSIDERED a verbal report from Cllr. R. Cox.
 - a) It was AGREED that the History Group could book the Old Fire Station Community Hub on additional days subject to existing bookings – ACTION.
 - b) It was AGREED that Cllr. R. Cox would contact the History Group to obtain a copy of their insurance documentation – ACTION.
 - c) It was AGREED to change the front door lock at the Old Fire Station Community Hub – ACTION.
 - d) It was AGREED that a record, log and location of all Shifnal Town Council Estates keys be updated – ACTION.

Signed by Chairman.....

- iii) Members CONSIDERED a proposal to replace the vehicle gate at Shifnal Community Hub to accommodate the Community Bus and Police vehicles.

It was AGREED that 3 quotations be sought by the Community Projects Officer for a full width replacement gate, no parking floor markings and permanent no parking signage – ACTION.

- iv) Members DEFFERED a proposal from Cllr. Z Turner for a dog training group to use the outdoor garden space at the Shifnal Community Hub to the May meeting.
- v) Members NOTED the report on the bookings and advertisements for STC community hubs from the Community Projects Officer

ES435/21

Shifnal Library

- i) Members NOTED that the order has been placed with RTS Door Systems for the bi folding automatic entrance door for Shifnal Library.
- ii) Members CONSIDERED a report on the proposed refurbishment of Shifnal Library from the Community Projects Officer.

It was AGREED that 3 quotations be sought by the Community Projects Officer from Window and Door Manufacturers for the 1st Phase of the library refurbishment to replace the existing windows and to replace the wooden staff entrance door with a steel door – ACTION.

ES436/21

St. Andrew's Churchyard

- i) Members CONSIDERED a condition survey report of the Churchyard boundary on the 8th February 2022 by ASC Design.
- a) It was AGREED that 3 quotations be sought by the Community Projects Officer for the remedial works specified in the condition report – ACTION.
- b) It was AGREED that households that have properties that could be affected by the remedial works be contacted by the Community Projects Officer – ACTION.
- c) It was AGREED that the Community Projects Officer contact Rev Chris Thorpe of St. Andrew's Church to discuss the condition survey – ACTION.
- ii) Members CONSIDERED a condition report on the trees at St. Andrew's Churchyard commissioned by St. Andrew's Church.

It was AGREED that Shifnal Town Council would pay £600.00 (+VAT) for the tree works under the Council's responsibility and to contribute £87.80 (+VAT) towards the cost of the condition report. - **Budget Line: St Andrew's Churchyard Maintenance (Local Government Act 1972 s.215 (1) +(2)).**

- iii) Members NOTED that meeting has taken place on the 31st March with Shropshire Council Health and Safety to consider health and safety issues at St. Andrew's Churchyard. Awaiting the report from Shropshire Council Health and Safety.
- iv) Members NOTED a verbal report on the communication with McMillan Masonry on the rectification issues on the church wall rebuild.

It was AGREED that Rev Chris Thorpe confirm in writing that the church is satisfied with rebuilt wall – ACTION.

Signed by Chairman.....

- ES437/21 Public Toilet Refurbishment**
Members NOTED that DPS Architects will be on site on the 5th April 2022 to conduct a survey and prepare the specification and drawings for the public toilet refurbishment.
- ES438/21 Street Lighting**
Members NOTED 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**
Members CONSIDERED a report on the alarms, emergency lighting and fire extinguishers from the Administration Officer.

It was AGREED that the maintenance order be placed with Fire Safe Services Ltd for a 12 month period commencing on the 1st September 2022 at a cost of £600.00 (+VAT) - **Budget Line: Health and Safety (Local Government Act 1894 s.8 (1)(i)).**
- ES440/21 Green Spaces**
i) Members DEFFERED a verbal update on the transfer of green spaces within Shifnal from Cllr. E Bird to the May Meeting.
ii) Members NOTED the order has been placed with Brewood Landscapes Ltd for the 12 month green space contract.
- ES441/21 Solicitors / Legal Advice**
Members NOTED a report on solicitor / legal advice from the Community Projects Officer.
- ES442/21 Proposed Tree Planting Scheme**
Members DEFFERED a report from Cllr. Z Turner to the May meeting.
- ES443/21 New IT Requirements for STC Offices**
Members CONSIDERED a report on new IT requirements from the Community Projects Officer.

It was AGREED that new computer equipment and software be purchased at a cost of £1,534.71 (+VAT) to facilitate the new Accounts Assistant and Estates Officer roles - **Budget Line: IT Systems (Local Government Act 1972 s.111).**

It was agreed that the purchase of an additional full Microsoft Projects software licence for the Administration Officer be DEFERRED until further report is made to the committee – ACTION.
- ES444/21 Seating Benches**
Members CONSIDERED a verbal report from Cllr. Cox.

It was AGREED that the ownership and maintenance responsibilities of the public benches be reported to the committee by the Community Projects Officer – ACTION.
- ES445/21 To Review Actions from Previous Committee Meetings**
Members NOTED the actions list.

It was AGREED that the Town Clerk be requested to release a statement on the proposed swimming pool project – ACTION.
- ES446/21 Next Estates Committee Meeting**
Monday 9th May 2022 – 5:30pm – Shifnal Community Hub

The Meeting Closed at 19:20hrs.

Signed by Chairman.....