



SHIFNAL  
SHROPSHIRE

## SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on  
Thursday 9<sup>th</sup> June 2022, Commencing at 5:30pm at the Shifnal Community Hub,  
Tudor Way, Shifnal, TF11 8DJ.**

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

**In Attendance:** D. Gough (Community Projects Officer)

**ES049/22 Public Session**

None Present

**ES050/22 Apologies received from Councillors**

Cllr. J. Horne – Annual Leave  
Cllr. E. Bird – Personal Commitment  
Cllr Z. Turner – Personal Commitment  
Cllr. B. Haddon – Personal Commitment

**ES051/22 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.*

None

**ES052/22 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 9<sup>th</sup> May 2022**

The Minutes of the Estates Committee Meeting held on Monday 9<sup>th</sup> May 2022 were CONFIRMED and signed by the Chairman.

**ES053/22 Shifnal Community Hub & Old Fire Station Community Hub**

- i) Members NOTED that the police base in the Shifnal Community Hub has now been handed over to West Mercia Police and the SNT are now operating from the Shifnal Community Hub.
- ii) Members CONSIDERED a report to replace the vehicle gate at Shifnal Community Hub to accommodate the Community Bus and Police vehicles.

It was AGREED that a new gate be supplied and installed by Town & Country Fencing Ltd at a cost of £2,456.50 (+VAT) – **Budget Line: Shifnal Community Hub Earmarked Reserves (Local Government (Miscellaneous Provisions) Act 1976 s.19).**

It was AGREED that line marking to be supplied by H & G Ash Road Markings Ltd at a cost of £795.00 (+VAT) – **Budget Line: Shifnal Community Hub Earmarked Reserves (Local Government (Miscellaneous Provisions) Act 1976 s.19).**

Signed by Chairman.....

- iii) Members NOTED a report on the bookings and advertisements for STC community hubs from the Administration Assistant.

**ES054/22**

**Shifnal Library**

- i) Members CONSIDERED a report on the proposed refurbishment of Shifnal Library from the Community Projects Officer.

**Members recommend that Full Council approve the supply and Installation of the new windows and rear security door in the library building by C Thru Shropshire Ltd at a cost of £12,114.00 (+VAT) – Budget Line: General Reserves (Local Government (Miscellaneous Provisions) Act 1976 s.19).**

- ii) Members NOTED the Shropshire Council Library Strategy 2022 to 2027.
- iii) Members CONSIDERED an increase in photocopying charges in line with Shropshire Libraries 2022/23 Fees.

It was AGREED that there would be no increase in photocopying charges for 2022/23 – ACTION.

**ES055/22**

**St. Andrew's Churchyard**

- i) Members CONSIDERED a report of the Churchyard boundary and the health and safety recommendations by the Community Projects Officer.

a) **Members recommend that Full Council approve the supply and Installation of a drop off fence and handrail to St. Andrew's Churchyard by Town and Country Fencing Ltd at a cost of £5,539.50 (+VAT) – Budget Line: General Reserves (Local Government Act 1972 s.215 (1) & (2)).**

b) It was AGREED that the root removal and resurfacing of the pathway be undertaken by KRM Construction Ltd at a cost of £2,093.00 (+VAT) – Budget Line: General Reserves (Local Government Act 1972 s.215 (1) & (2)).

c) **Members recommend that Full Council approve the brick wall repairs as recommended by ASC to St. Andrew's Churchyard by KRM Construction Ltd at a cost of £16,723.00 (+VAT) and an additional contingency amount of £10,000.00 (+VAT) to cover unforeseen additional repairs – Budget Line: General Reserves (Local Government Act 1972 s.215 (1) & (2)).**

- ii) Members CONSIDERED an email received from the homeowner on the rectification issues on the church wall rebuild.

It was AGREED to wait for the reply from McMillan Masonry Ltd – ACTION.

**ES056/22**

**Public Toilet Refurbishment**

Members CONSIDERED the draft specification from DPS Architects Ltd for the public toilet refurbishment.

Signed by Chairman.....

**Members recommend that Full Council approve the specification for the public toilet refurbishment with a revised budget of £55,000.00 (+VAT) and a revised contingency of £5,500.00 (+VAT) and to issue the tender on the Contracts Finder system for the submission of quotations and contract award process - Budget Line: General Reserves (Public Health Act 1936 s.87).**

**ES057/22**

**Solicitors / Legal Advice**

Members NOTED a report on legal advice received from Clarkes Solicitors from the Community Projects Officer.

**ES058/22**

**Shifnal Town Council Notice Boards.**

Members CONSIDERED a report from the Community Projects Officer.

It was AGREED that the repairs, maintenance and lock replacement of the notice boards be undertaken by Shelley Signs Ltd at a cost of £1,320.00 (+VAT) - **Budget Line: Repairs and Renewal: Outdoor Spaces (Local Government Act 1972 s.111).**

**ES059/22**

**Aston Street Allotments and Car Park.**

i) Members CONSIDERED a report on the Aston Street allotments from the Administration Assistant.

It was AGREED that Brewood Landscapes Ltd clear the Aston Street Allotments and bring them back into a usable state under Shifnal Town Council Financial Regulations, Section 11. Contracts iv. Extension of an existing contract. Budget agreed within the terms of the committee. Once the works are completed the allotments are to be offered to residents on the allotment waiting list – ACTION.

ii) To CONSIDER a request from business owners.

a) It was AGREED that the CPO write to McPhillips and ask them how much longer the waste skip will remain at the location on Aston Street Car Park – ACTION.

b) It was AGREED that new signage be erected at the entrance to the Aston Street Car Park Access Road – ACTION.

**ES060/22**

**Proposed Skate Park Project**

Members CONSIDERED a proposed skate park project.

It was AGREED that there is no suitable location within Shifnal Town Councils estate for the provision of a skate park.

**ES061/22**

**Sponsorship of Traffic Islands**

To CONSIDER a report from the Community Projects Officer.

It was AGREED that the CPO investigate the agreements between Shifnal Town Council and Shropshire Council for the maintenance and upkeep of the Five Ways & Church Street traffic islands – ACTION.

**ES062/22**

**To Review Actions from Previous Committee Meetings**

Members NOTED the actions list.

**ES063/22**

**Next Estates Committee Meeting**

Monday 4<sup>th</sup> July 2022 – 5:30pm – Shifnal Community Hub

The Meeting Closed at 19:15 hrs.

Signed by Chairman.....