



SHIFNAL TOWN COUNCIL

Minutes of the Estates Committee Meeting of the Town Council held on Monday 9th January 2023, Commencing at 5:30pm at the Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Present: Councillors: R. Cox (Chairman)
E. Bird, B. Haddon, J. Horne, T. Tarran, Z. Turner

In Attendance: D. Gough (Community Projects Officer)
L. Pritchard (Administration Assistant)

ES368/22 Public Session
None Present

ES387/22 Apologies received from Councillors
Cllr. P. Williamson – Annual Leave – Noted
Cllr. J. Moore – Ill Health – Noted

ES388/22 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.

Cllr. T. Tarran ES390/22 & ES391/22 – Pecuniary
Cllr. J. Horne ES396/22 – Non Pecuniary

ES389/22 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 5th December 2022
The Minutes of the Estates Committee Meeting held on Monday 5th December 2022 were CONFIRMED and signed by the Chairman.

ES390/22 Proposed Future Projects
Members CONSIDERED a report on proposed projects from STC staff from the Administration Assistant.

- i) The AA and CPO to design and gain budget costs for the proposed Memorial Garden at Innage Road – ACTION.
- ii) The AA and CPO to design and gain budget costs for the proposed accessible allotment at Shifnal Community Hub – ACTION.

Cllr. T. Tarran left the meeting.

- iii) To replace the taps at Priorslee Allotments (Budget Line 36: Allotments Maintenance) – ACTION.
- iv) The CPO to liaise with the Friendly Bus to explore the possibility of a library drop off service for residents of Shifnal – ACTION.

Cllr T. Tarran re-joined the meeting
L. Pritchard Left the Meeting

Signed by Chairman.....

ES391/22 Estates Charges

Members CONSIDERED a report on Estate Charges from the CPO and Administration Officer.

Cllr. T. Tarran left the meeting.

- i) **Recommend that Full Council approve the increase of 9.6% in fees for all allotments.**

Cllr. T. Tarran re-joined the meeting.

- ii) **Recommend that Full Council approve the increase of 9.6% in fees for all community hub bookings.**
- iii) **Recommend that Full Council approve the increase of 9.6% in charges for Priorslee Road Cemetery for Shifnal Residents.**
- iv) **Recommend that Full Council approve that Priorslee Cemetery be closed to non-residents for burials and ashes interments (subject to caveats).**

ES392/22 Shifnal Community Hub, Old Fire Station Hub & Library

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

To renew the advert for hub bookings in the parish magazine for a further 6 months at a cost of £35.00 (Budget Line 12: Advertisements) – APPROVED.

- ii) Members CONSIDERED a quotation from contractors for the cleaning of the gutters and flat roof at Shifnal Community Hub.

To arrange for the gutters and flat roof to be cleaned at a cost of £600.00 (+VAT) (Budget Line 41: Shifnal Community Hub) – APPROVED.

- iii) To CONSIDER a report on the increase in charges for the 2023/2024 buildings cleaning contract from Shire Services.

- a) **Recommend that Full Council approve the Shire Services cleaning contract for 2023/2024 at a cost of £28,236.00 in line with financial regulations 18.2 to allow continuation of services and noting restrictions on suitable alternative quotations due to TUPE regulations (Budget Lines 40,41,42 & 48: Old Fire Station, Shifnal Community Hub, Public Toilets and Library).**

- b) Members requested the CPO to ask Shire Services for a reduction in the increased price to 9.6% for 2023/2024 – ACTION.

- c) Members requested a report on the renewal of the Cleaning Contract for the November 2023 meeting - ACTION.

ES393/22 St. Andrew's Churchyard

Members NOTED that the CPO has written to the Millennium Garden and Rev. Thorpe requesting a joint meeting including the mayor Cllr. R Cox. Date to be confirmed in January 2023.

Signed by Chairman.....

ES394/22 Public Toilet Refurbishment

- i) Members NOTED that KRM will be starting refurbishment works on the public toilets on the 9th January 2023, with temporary public toilets provided during the duration of works.
- ii) Members CONSIDERED the quotation from the contractor to provide 2 nos. bollards.

Members approved the 2 nos. new Broxap Manchester Bollards be supplied and fitted as part of the Public Toilets Repaving by KRM at a cost of £758.00 (+VAT) Budget Line: Neighbourhood Fund (Public Health Act 1936 s.87) – ACTION.

ES395/22 Millennium Pillar Clock

Members NOTED the CPO is in the process of identifying suitable contractors and gaining quotations for the refurbishment of the Millennium Clock and is awaiting a reply from Smiths Clocks on training for the Estates Officer.

ES396/22 Wheatfield Park

Members NOTED Cllr. Haddon has arranged new signage at Wheatfield Park from Shropshire Wildlife Trust at no cost to Shifnal Town Council, awaiting confirmation of an installation date.

ES397/22 Land to the front of Millennium Gardens

- i) Members CONSIDERED a report from the CPO on clarification on the procedures with reference to time elapsed on the proposed rain garden project.
- ii) Members NOTED that the CPO is in the process of gaining an updated project cost for the proposed rain garden project.

The CPO, AA and Cllr. Z. Turner to hold a meeting to consider a proposed joint Rain Garden / Memorial Garden design and budget cost – ACTION.

- iii) Members NOTED that Cllr. Turner is contacting the CPRE with reference to a hedgerow project.

Cllr. Z. Turner to arrange a site meeting with the CPRE to discuss the hedgerow project.

- iv) Members NOTED that the CPO is in the process of gaining an annual maintenance estimate from Brewood Landscapes for the rain garden project.
- v) Members NOTED the CPO is to gain quotations for the following works.
 - a. Removal of existing hedges.
 - b. Removal of tree stumps.
 - c. The removal of ivy.
 - d. The removal of the tree adjacent to residential properties.
 - e. The reduction of the Hornbeam tree overhanging the highway.

Cllr. E. Bird left the meeting.

ES398/22 STC Car Parks

Members CONSIDERED a report on the proposed electric vehicle charging points communications from Shropshire Council.

The CPO to invite Shropshire Council to the 6th February Estates Committee to discuss the proposed electric vehicle charging points in Shifnal – ACTION.

Signed by Chairman.....

ES399/22 Community Land Houghton Road

Members CONSIDERED a report on the community land at Houghton Road.

The Committee to review the detailed plans of the proposed development with allotment allocations and design when available from the Developer – ACTION.

ES400/22 To Review Actions from Previous Committee Meetings

Members REQUESTED that an email be sent to Cllr. E. Bird about the transfer of green spaces, that item numbers 410,412,462 and 460 be removed– ACTION.

ES401/22 Next Estates Committee Meeting

Monday 6th February 2022 – 5:30pm – Shifnal Community Hub

The Meeting Closed at 19:10 hrs.

Signed by Chairman.....

