



SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on
Monday 6th February 2023, Commencing at 5:30pm at the Shifnal Community
Hub, Tudor Way, Shifnal, TF11 8DJ.**

Present: Councillors: R. Cox (Chairman)
B. Haddon, T. Tarran, Z. Turner, P. Williamson

In Attendance: D. Reynolds (Town Clerk)

ES451/22 Public Session
None Present

ES452/22 Apologies received from Councillors.
Cllr. J. Horne – Personal – Noted
Cllr. J. Moore – Personal – Noted
D. Gough – Community Projects Officer (CPO) – Annual Leave – Noted
Restrictions on officer workload capacity for an extended period of time from
late March was Noted.

ES453/22 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 ES457/22 – Pecuniary
Cllr. B. Haddon ES467/22 – Non-Pecuniary

**ES454/22 To CONFIRM and sign the Minutes of the Estates Committee Meeting of
the Town Council held on Monday 9th January 2023**
The Minutes of the Estates Committee Meeting held on Monday 9th January
2023 were CONFIRMED and signed by the Chairman.

ES455/22 Shifnal Community Hub, Old Fire Station Hub & Library

Members NOTED a report on the bookings and advertisements for STC
community hubs and verbal update from the Town Clerk.

ES456/22 Public Toilet Refurbishment

Members NOTED the refurbishment works at the public toilets were
proceeding on schedule.

Cllr Tarran left the room at 17.35hrs

Signed by Chairman.....

ES457/22 Priorslee Road Allotments

- i) Members CONSIDERED a report on the supply of a waste skip for allotment waste.

Members resolved that the supply of a skip would be unacceptable on grounds of cost, potential issues with fly tipping and visual impact in the area of the cemetery. APPROVED

Members agreed a communication to all allotment holders to remind them of their obligations to remove waste from site as per their tenancy agreements or encourage the installation of composting areas within their individual plots which would remain the responsibility of the holder. APPROVED

Members also requested that the CPO investigate the costs of removal of the existing spoil heap and report to committee. - ACTION

- ii) Members CONSIDERED a report on the replacement of the existing allotments taps from the CPO.

Members agreed in principle to the replacement taps but requested the CPO gain two further alternative quotes for comparison of costs. - ACTION

Cllr Tarran returned to the room at 17.46hrs

ES458/22 Aston Street Allotments

- i) Members NOTED an application to Severn Trent Community Fund for a £20k grant to supply mains water to Aston Street allotments by the CPO in January 2023.

Cllr Haddon requested a copy of the application for information. - ACTION

- ii) Members CONSIDERED a report on the supply of IBC water containers and the tanker supply of water to Aston Street allotments by the CPO.

Members agreed to await the response from Severn Trent and deferred this matter to the next meeting of the committee. APPROVED

- iii) Members CONSIDERED a report on the site clearance and new fencing by the CPO.

Members agreed the site clearance and repairs at a cost of £4,800 from the open spaces, repairs and renewals budget line. APPROVED

Members requested the CPO obtain two further quotations for replacement fencing, clarification of budget line and required a outline sketch of the site to inform the consideration of this matter. - ACTION

ES459/22 Accessible for All Allotments

Members CONSIDERED a report on the proposed accessible for all allotments at the Shifnal Community Hub from CPO.

Signed by Chairman.....

Members requested that the CPO engage with organisations with knowledge of accessibility issues to inform a design concept and also local organisations that support sectors of the community that may engage with this concept, if delivered, to assess the appetite. A report to be provided to the committee.

Members agreed this would be an acceptable use of Neighbourhood Fund reserves if the project moved forward.

ES460/22 Signage at Aston Street Car Park

Members NOTED that the new prohibitive parking signs have been delivered and will be installed in February 2023.

ES461/22 Millennium Pillar Clock

- i) Members NOTED the CPO is awaiting quotations from two additional contractors for the refurbishment of the Millennium Clock.

The Town Clerk also advised that a visual inspection of the clock identified that the main area of concern was the base area rather than the exterior of the clock itself. Additionally, the annual service of the clock had identified the LED lighting in the clock faces and the Auto Restart Unit required replacement.

Members agreed to the internal repairs at a cost of £687.00 + VAT.
APPROVED

Members requested the CPO to acquire quotations for the refurbishment of the base only. ACTION

- ii) Members NOTED the Estates Officer and Administration Assistant attended site with Smiths Clocks for on site training in January 2023. It was NOTED that as this was a very specialised area the officers were not qualified to maintain the clock and ongoing services would still be required.

ES462/22 STC Environmental Policy

- i) Members NOTED a report on the supply of solar panels on the STC estate.

Members considered that as a public body, environmentally friendly options should be examined alongside the economic impacts of such a scheme.

Members resolved to request the CPO gain three quotations for the Community Hub and Library buildings, including payback calculations and a feasibility survey on the Public Toilets for supply and installation of PV panels. ACTION

- ii) Members NOTED the application for an environmental audit of the STC estate.

ES463/22 Land to the front of Millennium Gardens

- i) Members CONSIDERED a report on the land to the front of the Millennium Gardens from the Community Projects Officer.

The Town Clerk also advised that an alternative budget quotation had been submitted for the proposed rain garden concept.

Signed by Chairman.....

Members considered that the proposed plans were not financially viable at an estimated cost of £118,000 - £138,000. APPROVED

Members requested that a revised concept design should be investigated for the agreed principles of memorial garden at a much reduced cost for installation and ongoing maintenance. Report to be provided for consideration by Council. APPROVED

Members requested that officers look for community feedback on the potential design and use of the area. ACTION

- ii) Members agreed the tree and hedges works in the amount of £3,000 with necessary traffic management carried out by the contractors and closely monitored by officers. APPROVED

The CPO was asked to write to surrounding residential addresses, the Millennium Gardens and St Andrew's Church to advise on the upcoming works. ACTION

ES464/22 Assets of Community Value

Members CONSIDERED the Assets of Community Value and Community Right to Bid scheme.

Members requested the CPO to submit brief, outline nominations to Shropshire Council for consideration for the following community assets. This to include details as per previously lapsed nomination forms.

- i) Shifnal Village Hall
- ii) Shifnal Football Club and Social Club
- iii) Shifnal Cricket Club
- iv) Shifnal War Memorial Club
- v) Idsall School Playing Fields

APPROVED

Full Council to consider any further nominations and submit at a later date. ACTION

ES465/22 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. A date is still to be confirmed in February 2023.

ES466/22 STC Car Parks

- i) Members NOTED that an invitation has been sent to Shropshire Council to attend the Estates Committee meeting to discuss electric charging points in Shifnal. STC is awaiting a response from Shropshire Council. The Town Clerk was requested to expedite this matter. ACTION

- ii) Members to DISCUSS STC car park maintenance and future strategy.

The Town Clerk advised that, due to an enquiry being tabled at the previous Full Council meeting without prior notice, she had unfortunately misinformed members on the detail contained within a submitted invoice. The members were advised it was for charges relating to the maintenance contained within the agreed car park lease.

Signed by Chairman.....

Members resolved to request that the Town Clerk seek additional legal advice on the status of the Kings Yard car park lease agreement between Shropshire Council and Shifnal Town Council specifically on whether the maintenance contribution applied to the adjacent land coloured green or solely to the land edged red in the lease agreement. The invoice should remain held from payment until the matter is resolved. ACTION

Members discussed at length the status of car park arrangements at Aston Street and Kings Yard and agreed that although many surveys and discussions had occurred previously the conditions have moved on and fresh consideration was required.

Members agreed to meet informally in early March to start to formulate plans on how to proceed. Cllr Williamson agreed to take a lead on this initiative. Recommendations would be forthcoming at a committee meeting to follow. ACTION

Cllr Turner left the room at 19.30hrs and returned at 19.33hrs

ES467/22 Shifnal Flood Partnership Group Storage

Members DISCUSSED possible storage area solutions for Shifnal Flood Partnership Group.

Cllr Haddon detailed the requirements that were to be considered on behalf of the Flood Forum.

Members considered potential areas and highlighted a number of suggestions for further investigation but also the limitations of available space and permitted development regulations.

Members agreed that Cllr Cox, Cllr Haddon and the Estates Officer would meet to look at the Town Council Estate and seek a solution for storage.

ES468/22 IT Software Requirements

Members CONSIDERED a report on IT software required for STC staff.

It was resolved to purchase the following software solutions:

- i) Parish Online at a cost of £270.00 + VAT annually.
- ii) Canva Pro for one user at a cost of £99.00 + VAT annually.
- iii) Adobe Pro for one (additional licence) £242.64 @ VAT annually.
- iv) 15 x dedicated Councillor Email addresses at a cost of £1,202.00 + VAT annually.

ES469/22 STC Website

Members DISCUSSED the newly delivered STC website and noted that a number of areas required attention to maintain the public gateway for the Council.

The Town Clerk agreed to dedicate some time with other officers to update the images, councillor profiles, minutes and gallery and to investigate the live feed of social media on the opening page. ACTION

ES470/22 Hanging Basket

Members CONSIDERED an email quotation from a supplier in regard to the supply, maintenance and watering throughout the summer season. The Town Clerk advised that four other companies, including the current greenspaces contractor had declined to quote as they could not support the ongoing watering and maintenance. The alternative option of self watering displays was discounted due to high costs.

Signed by Chairman.....

Members agreed a RECOMMENDATION to Council the acceptance of the submitted quotation in the amount of £5,390 + VAT for 44 baskets and 5 planters providing an extension to the order deadline could be negotiated. Otherwise, the Committee granted delegated authority to the Town Clerk to arrange an acceptable order, within the order deadline, in the amount of £5,000 only.

This resolution would be a contravention of Financial Regulation 10.3 however, accepted due to the timescales for order, approved supplier and lack of other suitable quotations. APPROVED

ES471/22 Future Estates Projects

Members DISCUSSED future estates projects – short / medium / long term. To assist the discussion the Town Clerk tabled a list of current priorities and proposed concepts for each of the committees as agreed at the Chairmans meeting held on 19th January 2023.

Members agreed a RECOMMENDATION to the Chairmans Board to adjust the existing strategic projects as follows.

High - Town Centre Enhancement Scheme - To remain until last areas are completed.

High - Shropshire Local Plan Review – No move, In delivery stage

High – St Andrew's Church Wall – Completed, Remove

High – Refurbishment of Public Toilets – No Move, In delivery stage

High - Review Shifnal Xmas Lights Inventory & Design – No move, In delivery stage

High – Social Media strategy and Website – Move from Medium to High

High – Innage Road Landscape Project – Move from Low to High

High – Review of strategy for car parking charges – Move from Low to High

Medium – Review of STC assuming responsibilities from SC on green spaces – No move

Low – Review purchase and replacement of additional litter bins – Move from Medium to Low

Further concepts were to be considered by members of the committee and recommendations would be forthcoming at the March meeting. ACTION

ES472/22 To Review Actions from Previous Committee Meetings

Cllr Haddon advised that the action at 483 would be completed within the next week and members agreed to remove the action once completed. ACTION.

Furthermore, the Shropshire Wildlife Trust had offered three free Oak Trees to be installed along the banks of the Wesley Brook in Wheatfield Park. Members agreed to gratefully accept the offer. APPROVED.

Item numbers 334 and 466 be removed – ACTION.

All other actions to change expected completion date to 6th March 2023.

ES473/22 Next Estates Committee Meeting
Monday 6th March 2023 – 5:30pm – Shifnal Community Hub

The Meeting Closed at 20.41 hrs.

Signed by Chairman.....