



SHIFNAL TOWN COUNCIL

A G E N D A

2nd May 2023

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 Tuesday 9th May 2023 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, raise and 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 person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

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 Town Clerk 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 or telephone 01952 461420**

Office Hours 10am – 1pm (Monday to Friday)

Tel: 01952 461420
E-mail: info@shifnaltowncouncil.gov.uk
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ES623/22 Fire Safety Announcement

ES624/22 Public Session

ES625/22 Apologies received from Councillors

ES626/22 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.

Members are reminded that subject to provisions of the current Code of Conduct that they are required to;

not speak, participate in the discussion or voting on the matter and leave the room in the event of a declaration of pecuniary interest and

not speak (unless in the public session if applicable), participate in the discussion or voting on the matter and leave the room in the event of a non-pecuniary interest.

ES627/22 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 3rd April 2023 (attached)

ES628/22 Shifnal Community Hub, Old Fire Station Hub & Library

- i) To CONSIDER a report on the bookings and advertisements for STC community hubs from the Administration Assistant (attached).
- ii) To NOTE the West Mercia Energy Flex Contract prices 01/04/2023 to 31/03/2024 (attached).

ES629/22 Public Toilet Refurbishment

- i) To NOTE that the wood panelling on the windows was temporary and part of the snagging works now completed.
- ii) To NOTE that Shire Services have changed the cleaner maintaining the Public Toilets and that opening times have been rectified.
- iii) To NOTE that wash down of the doors is complete.

ES630/22 Greenspace Maintenance

- i) To CONSIDER the communication received in relation to the installation of waste bins in the Shifnal area (attached).
- ii) To CONSIDER a report on the floral displays, planters and town centre maintenance (attached).
- iii) To CONSIDER quotations and recommendation for an annual tree survey to be conducted (attached).
- iv) To NOTE correspondence concerning Riparian ownership responsibility for Wesley Brook, Shifnal (attached).

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- ES631/22 Aston Street Allotments**
- i) To CONSIDER a report by the Administration Assistant on the results of the fencing questionnaire that was issued to allotment holders (attached).
- ES632/22 Priorslee Road Allotments**
- i) To NOTE a verbal report by the Town Clerk regarding the new signage placed at Priorslee Road Allotments.
- ES633/22 St. Andrew's Churchyard**
- i) To NOTE a second skip has been gifted by Cartwright's Waste Disposal Services for the removal of green waste from the Millennium Garden site.
- ES634/22 STC Car Parks and Highways**
- i) To CONSIDER a Deed of Variation to the King's Yard Maintenance Agreement (attached).
- ii) To CONSIDER communication received from Tong Parish Council & Donington with Boscobel Parish Council relating to Information Signs located in the Stanton Road/Neachley Lane and Long Lane areas (attached).
- iii) To CONSIDER a proposal by Cllr J. Moore with regard to the Innage Road Project (attached).
- ES635/22 Building Security Alarm Contract**
- i) To NOTE a report regarding the condition of the Old Fire Station alarm and system and to CONSIDER the quotation supplied by the appointed Security contractor for replacement (attached).
- ES636/22 STC Street Lighting**
- i) To CONSIDER a report by the Town Clerk on Street Lighting Maintenance Contract, Capital Works and Street Lighting Agreement with Shropshire Council (attached).
- ES637/22 New Community Assets**
- i) To CONSIDER verbal report by Mayor, Cllr R. Cox on the Village Hall and Youth Club facilities.
- ES638/22 To Review Actions from Previous Committee Meetings**
- ES639/22 Next Estates Committee Meeting**
- To be confirmed.

Circulation:-

Committee: Cllr R. Cox (Chairman), Cllr E. Bird, Cllr J. Horne, Cllr J. Moore, Cllr T. Tarran, Cllr. Z. Turner, Cllr P. Williamson, D. Gough (CPO).

For Information:

Councillors: Cllr K. Booker, Cllr T. Clayton, Cllr J. Coulson, Cllr L. Jenks, Cllr. D. Marriott, Cllr. E. Moore, Cllr G. Tonkinson

Officers: D. Reynolds, Town Clerk and Responsible Finance Officer
H. Howse, Administration Officer

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