



SHIFNAL  
SHROPSHIRE

## SHIFNAL TOWN COUNCIL

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

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

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

**ES518/22 Fire Safety Announcement**

**ES519/22 Public Session**

**ES520/22 Apologies received from Councillors.**

- i) Cllr. J. Horne – Prior Engagement
- ii) Cllr. Z. Turner – Personal

Noted

**ES521/22 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 – ES526/22 – Pecuniary

**ES522/22 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 6<sup>th</sup> February 2023**

The Minutes of the Estates Committee Meeting held on Monday 6<sup>th</sup> February 2023 were CONFIRMED and signed by the Chairman.

**ES523/22 Shifnal Community Hub, Old Fire Station Hub & Library**

- i) Members NOTED a report on the bookings and advertisements for STC community hubs from the Administration Assistant.
- ii) Members CONSIDERED a report on the intruder alarm maintenance contract for Shifnal Community Hub and Old Fire Station.
  - a) To place an order with Yellow Hat Security Solutions for the annual maintenance visit at a cost of £180.00 (+VAT) (Budget Line 40 & 41: Old Fire Station & Old Police Station) (LGA 1972 s. 111) – APPROVED.
  - b) The CPO to clarify if the order includes a call out service in case of fault to the system – ACTION.

Signed by Chairman.....

**ES524/22 Public Toilet Refurbishment**  
Members NOTED that the refurbishment works at the public toilets are proceeding on schedule with works to be finished in the 10 week programme (20<sup>th</sup> March 2023).

**ES525/22 Greenspace Maintenance**  
i) To CONSIDER a report on the annual greenspace contract for 2023 - 2024 from the Community Projects Officer.

**Recommend that Full Council approve the Brewood Landscapes Ltd Greenspace Maintenance Contract for three years from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2026 with annual performance appraisals at a cost of £23,760.00 (+VAT) per annum (Budget Line 31: Open Spaces Maintenance) (LGA1982 s.8 (1)(i)).**

ii) To CONSIDER a quotation for mole control at 4 locations.  
To arrange for Mole Control at Jubilee Park, St. Andrew's Churchyard, Priorslee Road Cemetery and Wheatfield Park at a cost of £985.00 (Budget Line : Open Spaces Maintenance) (LGA1982 s.8 (1)(i)). – APPROVED.

Cllr. T. Tarran left the meeting.

**ES526/22 Priorslee Road Allotments**  
i) Members CONSIDERED a report on the removal of a spoil heap and allotment holders communication from the Community Projects Officer.

To erect 2 nos. signs at the site of the spoil heap informing allotment holders not to dispose of spoil at any other location other than their own allotment and defer a decision on the spoil heap until September 2023 – ACTION.

ii) Members NOTED that further quotations for the external taps at the allotments are being sought by the Community Projects Officer.

Cllr. T. Tarran re-joined the Meeting.

**ES527/22 Aston Street Allotments**  
i) Members NOTED that the works to clear the site and remove the spoil took place in week commencing 20<sup>th</sup> February 2023.  
ii) Members NOTED that further quotations for the boundary fencing at the allotments are being sought by the Community Projects Officer.

The CPO to arrange a questionnaire to the allotment holders on the type of fencing that would be preferred at Aston Street Allotments – ACTION.

iii) Members NOTED site drawings of the Aston Street allotments.

**ES528/22 Land to the Front of the Millennium Gardens**  
i) Members NOTED that residents, The Millennium Gardens and St. Andrew's Church were written to on the 16<sup>th</sup> February 2023 informing them of the works scheduled for 27<sup>th</sup> February 2023.  
ii) Members NOTED that the tree and hedge works took place week commencing 27<sup>th</sup> February 2023.

Signed by Chairman.....

- ES529/22 Millennium Pillar Clock**  
Members CONSIDERED a report on the base of the Millennium Pillar Clock from the Community Projects Officer.
- Members decided that no further action be undertaken on the Millennium Pillar Clock – APPROVED.
- ES530/22 Assets of Community Value**  
Members NOTED that applications for Assets of Community Value have been sent to Shropshire Council in February 2023 as per ES464/22..
- ES531/22 St. Andrew's Churchyard**  
Members NOTED that the CPO and the Mayor Cllr. R. Cox held a meeting with the Millennium Garden and Rev. Thorpe on the 2<sup>nd</sup> March 2023. To discuss the land at Innage Road and the spoil heap at St. Andrews Church.
- i) STC to provide a skip for two days for the Millennium Gardens to dispose of the spoil heap at a cost £250.00 (+VAT) (Budget Line 31: Open Spaces Maintenance) (LGA1982 s.8 (1)(i)). – APPROVED
  - ii) The Millennium Garden Group to stop depositing waste at the existing spoil heap site – ACTION.
  - iii) Mayor R. Cox to hold further meetings with the Millennium Garden Group to realise a longer term solution to the spoil heap issue at St. Andrew's Churchyard.
- ES532/22 STC Car Parks**
- i) Members NOTED that a site meeting with Shropshire Council has been arranged for Wednesday 8<sup>th</sup> March at 10:30am to discuss electric vehicle charging points in Shifnal. An invitation has been circulated to the committee.
  - ii) Members NOTED that the Town Clerk has written to Shropshire Council seeking clarification on the King's Yard car park maintenance contribution and is awaiting a response.
- STC to write to Clarkes Solicitors for legal advice and clarification on the King's Yard car park maintenance contribution – ACTION.
- ES533/22 STC Website**  
Members NOTED the images, minutes and gallery have been updated. Officers will be updating policies and councillor profiles during March.
- ES534/22 Future Estates Projects**  
Members CONSIDERED future estates projects – short / medium / long term.
- To add a proposed electric lighting project for Wheatfield Park from the Law and Order Committee to the future estate's projects list – ACTION.
- ES535/22 To Review Actions from Previous Committee Meetings**  
To Remove items 461,478,527,528,530,533,536,537,538 & 540 as completed. To move Items 480,483,529,531,542,543 & 545 to April 2023 completion date. To move item 507 to MAY 2023.
- ES536/22 Next Estates Committee Meeting**  
Monday 3<sup>rd</sup> April 2023 – 5:30pm – Shifnal Community Hub (To be Confirmed).

The Meeting Closed at 19:00 hrs.

Signed by Chairman.....