



SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on
Monday 10th July 2023, Commencing at 5:30pm at the Shifnal Community Hub,
Tudor Way, Shifnal, TF11 8DJ.**

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

In Attendance: D. Gough (Community Projects Officer)

ES097/23 Fire Safety Announcement
This was given by the Chairman Cllr. R. Cox

ES098/23 Public Session
Non Present

ES099/23 Apologies received from Councillors.
Cllr. E. Bird – Annual Leave – NOTED
Cllr. K. Booker – Annual Leave – NOTED
Cllr. J. Horne – Personal - NOTED

ES100/23 Declaration of Members' Interest
To receive declarations and requests for dispensations 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.

Cllr. B. Haddon – ES104/23 – Pecuniary

ES101/23 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Tuesday 9th May 2023
The Minutes of the Estates Committee Meeting held on Tuesday 9th May 2023 were CONFIRMED and signed by the Chairman.

ES102/23 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.

Signed by Chairman.....

- ii) Members CONSIDERED a report on the fire alarm maintenance contract for Shifnal Community Hub and Old Fire Station.

To place an order with AMG Fire Solutions for the fire alarm maintenance contract for a period of 3 years from the 1st September 2023. At a cost of £565.00 (+VAT) per annum, fixed for 3 years (Budget Line 40 & 41: Old Fire Station & Community Hub) (LGA 1894 s.8(1)(i)) – APPROVED.

- iii) Members CONSIDERED a report on the sanitary unit provisions at the Shifnal Community Hub,

To place an order with PHS to provide sanitary unit provisions at the Shifnal Community Hub at a cost of £376.14 (+VAT) fixed for a period of 3 years. (Budget Line 41 :Shifnal Community Hub) (LGA 1894 s.8(1)(i)) – APPROVED.

- iv) Members CONSIDERED a report on the waste removal for the Shifnal Community Hub.

To amend the current contract with Veolia from a single 1100 litre waste bin to a 660 litre waste bin and 360 litre waste recycling bin contract to allow for recycling waste at an amended cost of £24.24 (+VAT) per month. (Budget Line 41: Community Hub) (LA1983 ss.5,6) – APPROVED.

- v) Members CONSIDERED the purchase of an additional telephone handset for the STC offices at a cost of £465.00 (+VAT) and additional monthly licence cost tbc.

To place an order with Enreach for a refurbished telephone handset at a cost of £245.00 (+VAT) (Budget Line 6: Office Equipment) (LGA 1972 s.111) – APPROVED.

- vi) Members NOTED that as of 31st March 2023 Shifnal Community Hub earmarked reserves stands at £15,101.31.

ES103/23

Greenspace Maintenance

- i) Members CONSIDERED a refurbishment project for the gateway area at Park Lane Shifnal.

a) The CPO to arrange budget prices and low maintenance landscape design for the committee's consideration – ACTION.

b) Cllr. R. Cox to contact St. Andrews School for their input – ACTION.

- ii) Members NOTED that the CPO and Estates Officer are due to hold a contract review meeting with Brewood Landscapes in July.

- iii) To CONSIDER a refurbishment programme for the play areas at the Curriers Lane, Jubilee and Wheatfield parks.

The CPO to investigate an initial proposal design and proposed project costing – ACTION.

- iv) Members NOTED the defective bench in Shifnal Town Centre will be removed for alteration, this is expected in July.

Signed by Chairman.....

Cllr. B. Haddon left the meeting at 18.11

ES104/23 Storage for Shifnal Flood Group

- i) Members NOTED that storage space for the Shifnal Flood Group could be made available in part of the storage area behind the public toilets.

Cllr. R. Cox to write to the Shifnal Flood Group offering a part of the storage area behind the public toilet or alternatively a storage container at Upton Lane for storage space for the Shifnal Flood Group and a response to their letter of 9th July and a response to their letter of 9th July-- ACTION.

- ii) Members NOTED Cllr Cox and Cllr Haddon are engaging in discussions with Shropshire Council Emergency Response Team in regard to potential use of the Village Hall or other community facility.

ES105/23 Aston Street Allotments

Members NOTED that a temporary reusable fence has been erected in order to let the allotments whilst awaiting contractor's quotations.

ES106/23 Assets of Community Value

Members NOTED that applications for Assets of Community Value sent to Shropshire Council in February 2023 were rejected and a new full application process is required for any nominated assets.

The CPO to write to Shropshire Council querying why the previous applications are not acceptable – ACTION.

ES107/23 STC Car Parks

Members NOTED that the infrastructure works has been completed for the EV charging points. STC is awaiting confirmation from Shropshire Council on the completion of the project.

ES108/23 Street Lighting

Members NOTED that phase one of the street lighting is now complete (apart from snagging). The CPO is due to have further discussions in July and August regards the delivery of phase two.

ES109/23 Future Estates Projects

Members DISCUSSED future estates projects – short / medium / long term.

- a) Members proposed a library refurbishment to include a study area with longer opening hours – ACTION.
b) To change the priority on the land at Innage Road project – ACTION.

ES110/23 To Review Actions from Previous Committee Meetings

To Remove items 529,533,535,587,618,622 & 643 as completed. To move Items 532,596,600,620,621,624,625 & 628 to September 2023 completion date.

ES111/23 Next Estates Committee Meeting

Monday 4th September 2023 – 5:30pm – Shifnal Community Hub.

The Meeting Closed at 19:20 hrs.

Signed by Chairman.....