



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on
Monday 4th September 2023, Commencing at 6:00pm at the Shifnal Community
Hub, Tudor Way, Shifnal, TF11 8DJ.**

Present: Councillors: R. Cox (Chairman)
J. Moore, J. Horne, T. Tarran, Z. Turner P. Williamson

In Attendance: D. Gough (Community Projects Officer)

ES180/23 Fire Safety Announcement
This was given by the Chairman Cllr. R. Cox

ES181/23 Public Session
None Present

ES182/23 Apologies received from Councillors.
Cllr. E. Bird – Work Commitment – NOTED
Cllr. K. Booker – Annual Leave - NOTED
Cllr. B. Haddon – Prior Commitment – NOTED
Cllr. L. Jenks – Illness - NOTED

ES183/23 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. J. Horne – 186/23 iii) & iv) – Non Pecuniary
Cllr. T. Tarran – 189/23 ii) - Pecuniary

ES184/23 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 10th July 2023
The Minutes of the Estates Committee Meeting held on Monday 10th July 2023 were CONFIRMED and signed by the Chairman.

Signed by Chairman.....

ES185/23

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.
- ii) Members CONSIDERED a report on the asbestos survey on council buildings.
 - a) Members AGREED that the asbestos survey be undertaken by Shropshire Council at the earliest opportunity to comply with health and safety legislation at a cost £1,005.00 (+VAT). Budget Line: 22 Health and Safety (LGA 1892 s.8(1)(i)) – APPROVED.
 - b) Members AGREED that a quotation for a RAAC survey be obtained – ACTION.

ES186/23

Greenspace Maintenance

- i) Members NOTED that the CPO has held a meeting with Brewood Landscapes for the refurbishment project for gateway area at Park Lane Shifnal and the land at Innage Road. Initial proposed designs and costings are due in September 2023.
- ii) Members NOTED that the CPO and Cllr. R. Cox are due to have a meeting on the 12th September 2023 with the head of St. Andrew's primary school to discuss the potential refurbishment project at Park Lane.

Cllr J. Horne left the meeting.

- iii) Members CONSIDERED a report on the proposed repairs to the outdoor gym flooring at Wheatfield Park from the CPO. Members considered the current condition, length of useful life, options for repair and agreed to:-

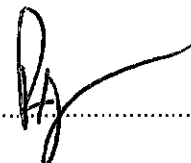
Recommend that Full Council approve this works contract with a budget of £40,000.00 (+VAT), & a contingency of 10% and to be published on the government Contracts Finder in line with legislation and Full Council's approval for the successful bid in January 2024, with works to start in March 2024. Budget Line: Shifnal Town Council Reserves (LGA 1894s.8 (1)(i)).

Cllr. T. Tarran left the meeting.

- iv) Members CONSIDERED a report on a proposed refurbishment programme for the play areas at the Curriers Lane, Jubilee and Wheatfield parks from the CPO.
 - a) Members AGREED that the CPO & EO prepare a list of all individual pieces and elements of play equipment on Wheatfield Park, Curriers Park and Jubilee Park to include age, status, compliance with BSEN1176 and availability of spare parts – ACTION.
 - b) Members AGREED that the initial proposed design be redrawn to include an inclusive for all element in the Wheatfield Park, An outdoor gym at Jubilee Park and a hard surface around the partial MUGA element at Jubilee Park – ACTION.

Cllr. J. Horne rejoined the meeting.

Signed by Chairman.....



- v) Members CONSIDERED a report on the proposed Wheatfield Park Lighting project from the CPO.

Members AGREED to no further action - ACTION.

- vi) Members CONSIDERED a report on the annual tree survey and rectification works from the CPO.

a) Recommend that Full Council approve an order be placed with Benbow Brothers for the rectification works from the tree survey at a cost of £6,975.00 (+VAT) (Budget Line: 30 Repairs and Renewals: Outdoor Spaces (LGA 1894 s.8(1)(i)).

b) The CPO to confirm that all tree works are under STC jurisdiction – ACTION.

ES187/23 Town Centre Noticeboard

Members CONSIDERED a report on the replacement noticeboard for the town centre from the CPO.

- a) Members AGREED that the noticeboard be purchased from Noticeboard Online and installed by KRM Contractors at a cost of £4,796.62 (+VAT) (Budget Line: 30 Repairs and Renewals: Outdoor Spaces (LGA 1972 s.111)) To inform McPhillips to dispose the old noticeboard stored in the McPhillips Compound – ACTION.
- b) Members DEFFERED the location of the replacement noticeboard to the next Estates Committee meeting – ACTION.

ES188/23 Aston Street Allotments

Members CONSIDERED a report on the Aston Street Allotment Fencing from the AA.

Members AGREED to award the order to Town and Country Fencing at a cost of £4,919.14 (+VAT). Budget Line: 30 Repairs and Renewal: Outdoor Spaces (SHAA 1908 s.26) – ACTION.

ES189/23 Priorslee Road Allotments and Cemetery

- i) Members CONSIDERED a report on the Priorslee Road cemetery capacity and expansion from the AO and CPO.

Members AGREED that the CPO and AO update this report to the committee on an annual basis to be presented in the September meeting – ACTION.

- ii) Members CONSIDERED a report on the spoil heap at Priorslee Road allotments from the CPO.

Members AGREED that the Town Clerk write to the allotment holders stating that waste is not to be placed on the spoil heap and that any future potential costs to remove the spoil heap may be passed onto the allotment holders – ACTION.

ES190/23 Cheapside Powered Bollards

Members CONSIDERED a report on the change of power supply to the Cheapside bollards from the AO.

Members AGREED to move the contract across to WME – ACTION

Signed by Chairman.....

- ES191/23 Street Lighting**
Members NOTED that the CPO is due to have further discussions on the snagging of the final three lamp posts on the current replacement program and an up to date inventory list with EON in order to gain an accurate joint energy agreement with Shropshire Council or alternative supplier.
- ES192/23 Footpath and Access Issues**
Members DISCUSSED footpaths and access issues for mobility scooters and drop kerbs.

Members AGREED to refer any issues to the Shropshire Council Fix my Street portal – AGREED.
- ES193/23 Future Estates Projects**
Members DISCUSSED future estates projects – short / medium / long term.

Members AGREED that the CPO gain a quotation from Brewood Landscapes to remove the weeds and vegetation in the SITS area of Shifnal – ACTION.
- ES194/23 To Review Actions from Previous Committee Meetings**

i) Members AGREED to remove the following actions as complete:
495, 494, 553, 620, 626, 684, 689 – ACTION.

ii) Members AGREED to move the date to the next committee meeting:
525,532,558,593,596,600,621,624,625,627,628,644,681,682,
683,685 – ACTION.

iii) Members AGREED to move 477 to February 2023 – ACTION.
- ES195/23 Next Estates Committee Meeting**
Monday 6th November 2023 – 5:30pm – Shifnal Community Hub.

The Meeting Closed at 20:18 hrs.

Signed by Chairman.....
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