



## SHIFNAL TOWN COUNCIL

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

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

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

**ES338/23 Fire Safety Announcement**  
This was given by the Chairman Cllr. R. Cox

**ES339/23 Public Session**  
None Present

**ES340/23 Apologies received from Councillors.**  
Cllr. E. Bird – Personal – NOTED  
Cllr. J Horne – Illness - NOTED

**ES341/23 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. T. Tarran – ES347/23 - Pecuniary

**ES342/23 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 4<sup>th</sup> September 2023**

Cllr. J. Moore requested changes to minutes ES186/23 iii) be made and the minutes returned to the next Estates Committee for approval – ACTION.

Signed by Chairman.....

**ES343/23**

**Greenspace Maintenance & Works**

- i) 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) **ES186/23 iii) Members PROPOSE to Full Council that more information has come to light that the floor may be repaired the committee would like to advise council to place the tender on hold until such time as we can consider a merit of a repair instead of wholesale replacement.**

Cllr. T. Taran asked for his vote against be recorded.

- b) Members AGREED that no further action be taken of the refurbishment of the Toddler Play Area at Wheatfield Park.  
c) Members AGREED that all play equipment that has failed BSEN1176 be checked with the councils insurance company and if uninsured be taken out of use – ACTION.  
d) Members AGREED that a working group be formed to discuss all parks and play equipment issues consisting of:- Cllr Cox, Cllr Moore, Cllr Haddon, Cllr Booker, The Estates Officer and one other Officer (tbc).

Cllr. T. Tarran asked for his vote against be recorded.

J. Ellis Left the Meeting

- ii) Member CONSIDERED a report on the potential refurbishment of the land at Innage Road from the CPO.

Members AGREED to the removal of the benches and blocked paving from the initial design be removed and replaced with grassed areas. To replace the proposed waste litter bin with a Broxap litter bin placed at the kerbside. To gain 3 quotations for both resin bound and block paved walkways options – ACTION.

- iii) To CONSIDER a report on the potential refurbishment project at Park Lane from the CPO.

Members AGREED to defer the potential refurbishment until the area is transferred from Shropshire Council to Shifnal Town Council.

- iv) Members NOTED an update to the annual tree report survey from the CPO.  
v) Members NOTED that the tree rectification works are due to start on the 4<sup>th</sup> December and last for 7 to 10 working days (weather dependant).  
vi) Members CONSIDERED a report on mole issues from the CPO.

Members AGREED that an order be placed with Dead Cert Pest Control for mole control at a cost of £585.00 (Budget Line 32 Open Space Maintenance (LGA 1894 s.8 (1)(i)) – ACTION.

- vii) Members CONSIDERED a report on the headstones at the war memorial from the CPO.

- a) Members AGREED that the headstones be jet washed annually – ACTION.

Signed by Chairman.....

- b) Members AGREED that the CPO arrange 4 nos. signs to be erected at the entrances to the War Memorial warning of the health and safety dangers of walking on the headstones – ACTION.

**ES344/23**

**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 RAAC survey on council buildings.

Members AGREED that an order be placed with Record Associates for a RAAC survey of the council's building at a cost of £1,200.00 (+VAT) (Budget Lines 41, 42, 43 & 49: Old Fire Station, Community Hub, Public Toilets & Library (LGA 1894 s.8 (1)(i)) – ACTION.

- iii) Members NOTED a report on the cleaning contract for STC buildings.

Members AGREED to request quotations from Shire Services for a 1 year contract and a 3 year contract – ACTION.

- iv) To CONSIDER a report on STC Fire Safety Compliance from the CPO.

Members AGREED that an order be placed with AMG Fire Solutions Ltd for 24 nos. detectors for the Shifnal Community Hub at a cost of £1,440.00 (+VAT) (Budget Line 42: Community Hub (LGA 1894 s.8 (1)(i)) – ACTION.

- v) Members CONSIDERED a report on Decarbonisation Advice and Review from the Marches Energy Grant Body.

- a) Members AGREED to defer the replacement heat pumps until the boilers reached the end of useful life.  
b) Members AGREED that the CPO gain quotations to replace the hot water tank at the Shifnal Community Hub – ACTION.  
c) Members AGREED that the CPO gain quotations for the installation of solar panels at the Shifnal Community HUB – ACTION.

**ES345/23**

**Shropshire Council Street Scene Meeting**

Members NOTED a report on the meeting with Shropshire Council Street Scene Officer from the CPO.

**ES346/23**

**Town Centre Noticeboard**

Member CONSIDERED a location for the replacement noticeboard for the town centre.

Members AGREED that Cllr. B. Haddon would advise the CPO of the location of the noticeboard – ACTION.

Cllr. T. Tarran Left the Meeting

**ES347/23**

**Priorslee Road Allotments and Cemetery**

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

Signed by Chairman.....

Members AGREED that the Town Clerk write to the allotment holders to enquire who would be interested in forming an Allotment Association – ACTION.

Cllr T. Tarran Rejoined the Meeting

**ES348/23 Street Lighting**

Members NOTED that the CPO has been due to have further discussions on the snagging of the final three lamp posts on the current replacement programme and an up to date inventory list with EON in order to gain an accurate joint energy agreement with Shropshire Council or alternative supplier but has not received a response from EON.

**ES349/23 Asset Disposal**

Members NOTED that the CPO and Town Clerk are currently preparing an Asset Disposal list with values for the January Estates Committee Meeting.

**ES350/23 2024/2025 Precept**

Members CONSIDERED any additional budget lines for the 2024/2025 precept.

Members REQUESTED that the Estates Budget Lines be distributed to the members for the next meeting – ACTION.

**ES351/23 Future Estates Projects**

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

**ES352/23 Meeting Schedule**

Members DISCUSSED the frequency of Committee meetings and extraordinary meetings.

**Members PROPOSE to Full Council that the Estates Committee meet once a month.**

**ES353/23 Future Maintenance of the Town Centre**

Members DISCUSSED the future maintenance of the town centre.

**ES354/23 To Review Actions from Previous Committee Meetings**

- i) Members AGREED to remove the following actions as complete:  
471, 477, 497, 525, 596, 627, 681, 682, 720, 721, 722, 723, 724, 726, 727 & 747 – ACTION.
- ii) Members AGREED to move the date to the next committee meeting:  
524, 593, 600, 621, 624, 628, 644, 628, & 644, – ACTION.
- iii) Members AGREED to move 532 to February 2024 – ACTION.
- iv) Members AGREED to move 685 to March 2024 – ACTION.

**ES355/23 Next Estates Committee Meeting**

Monday 8<sup>th</sup> January 2024 – 5:30pm – Shifnal Community Hub.

The Meeting Closed at 20:04 hrs.

Signed by Chairman.....