



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on
Monday 15th January 2024, 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.

In Attendance: D. Gough (Community Projects Officer)

ES483/23 Fire Safety Announcement
This was given by the Chairman Cllr. R. Cox

ES484/23 Public Session
None Present

ES485/23 Apologies received from Councillors.
Cllr. E. Bird – Prior Commitment – NOTED
Cllr. J. Horne – Prior Commitment – NOTED
Cllr. Z. Turner – Work Commitment – NOTED
Cllr. P. Williamson – Annual Leave - NOTED

ES486/23 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 – ES493/23 i) - Pecuniary

ES487/23 To CONFIRM and sign the Minutes of the Extra Ordinary Estates Committee Meeting of the Town Council held on Monday 4th December 2023
The Minutes of the Extra Ordinary Estates Committee Meeting held on Monday 4th December 2023 were CONFIRMED and signed by the Chairman.

Signed by Chairman.....

ES488/23

Greenspace Maintenance & Works

- i) Members NOTED a report from the Parks Working Group from Cllr. K. Booker.

a) Members NOTED that the working group has a meeting with Morral Play Services on the 31st January 2024.

b) Members NOTED that the CPO is arranging a meeting of the working group with Produlic Ltd, with a date to be confirmed.

- ii) Members CONSIDERED a report on the removal of the holly bush at Innage Road from the CPO.

Members AGREED that an order be placed with Brewood Landscapes for the removal of the holly bush at Innage Road at a cost of £325.00 (+VAT) (Budget Line 36: St. Andrew's Churchyard Maintenance (LGA 1972 s.215 (1) & (2)) – ACTION.

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

Recommend that Full Council approve an order be placed with TJ Morris Plant Hire Ltd for the refurbishment works at Innage Road at a cost of £20,783.50 (+VAT) with a 10% contingency fund of £2,000.00 (+VAT) (Budget: Neighbourhood Fund Reserves (LG(MP)A 1976 s.19 (3)).

- iv) Members CONSIDERED a report on additional costs to the green space maintenance contract for the town entry points and additional hedge cutting at the Millennium Garden from the CPO.

a) Members AGREED that an order be placed with Brewood Landscapes to increase the maintenance agreement by £450.00 (+VAT) to cut extra hedges at St. Andrew's Churchyard (Budget Line 31: Open Spaces Maintenance) (LGA1982 s.8 (1)(i)) – ACTION.

b) Members AGREED that the CPO would request a quotation from Limetree Landscapes for the extended maintenance around the Shifnal Gateway Planters and to extend the planters watering programme to the end of September – ACTION.

- v) Members NOTED that the warning signs have been installed at the war memorial in St. Andrew's churchyard in December 2023.

ES489/23

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 NOTED a report on the RAAC survey on council buildings with no further action required.

- iii) Members NOTED that a quotation for a 1 year & a 3 year contract have been requested from Shire Services.

- iv) Members NOTED that meetings with suppliers to gain quotations for a new hot water tank in the Shifnal Community Hub will be held during January 2024.

- v) Members CONSIDERED a report from the CPO on the installation of solar panels at the Shifnal Community Hub.

Members AGREED that the CPO apply for the Marches Energy Grant for 40% of the cost of installing a solar panel system with storage batteries at the Shifnal Community Hub (Total cost £15,954.14) and report back to the committee with updates before recommendations to Full Council – ACTION.

Signed by Chairman.....

- ES490/23 Shropshire Council Street Scene Meeting**
Members NOTED that the next meeting with Shropshire Council Street Scene Officer will take place on 22nd January 2024.
- ES491/23 Town Clerk Report**
Members CONSIDERED a report from the Town Clerk on the outstanding actions.
- a) Members AGREED to remove item 600 and Cllr. T. Tarran to raise the issue at the next meeting with Tracy Darke at Shropshire Council - ACTION
- b) Members AGREED to move items 593, 621,624 and 628 to February 2024 – ACTION.
- ES492/23 Town Centre Noticeboard**
Members CONSIDERED a location for the replacement noticeboard for the town centre.
- Members AGREED the location of the town centre noticeboard adjacent to the pedestrian crossing, opposite the Co Op with the CPO to organise the installation at the earliest opportunity – ACTION.
- ES493/23 Allotments**
- Cllr. T. Tarran left the meeting.
- i) Members NOTED a letter sent out to allotment holders about forming an allotment association.
- Cllr. T. Tarran rejoined the meeting.
- ii) Members NOTED that the new quotation from Town and Country Fencing was received with an increase of £22.50 (£4,941.69 Total) and approved by the Town Clerk and Mayor. The works were carried out w/c 08.01.2024.
- ES494/23 Asset Disposal**
Members CONSIDERED a report from the CPO and Town Clerk on an asset disposal list with values.
- a) Recommend that Full Council approve the removal of the list of assets from the asset register and the disposal of remaining items by the Estates Officer.
- b) Members AGREED that the CPO and EO approach Asles of Shifnal for the sale of the Sealy generator which is surplus to requirements from the asset list – ACTION.
- ES495/23 To Review Actions from Previous Committee Meetings**
- a) Members AGREED to remove items 644, 685, 786,787, 788, 796, 798, 799, 823, 824 & 825 as completed – ACTION.
- b) Members AGREED to move items 532 & 793 to March 2024 – ACTION.
- ES496/23 Next Estates Committee Meeting**
Monday 5th February 2024 – 5:30pm – Shifnal Community Hub.

The Meeting Closed at 18:42 hrs.

