



# SHIFNAL TOWN COUNCIL

## A G E N D A

30<sup>th</sup> April 2024

### TO ALL ESTATES COMMITTEE MEMBERS OF SHIFNAL TOWN COUNCIL

**YOU ARE HEREBY SUMMONED** to attend the Estates Committee meeting of the Town Council to be held on Tuesday 7<sup>th</sup> May 2024 at **5:30pm** at Shifnal Community Hub, Tudor Way, Shifnal TF11 8DJ.

Yours faithfully

Gillian Bailey  
Locum Town Clerk p  
SHIFNAL TOWN COUNCIL

### NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, raise and answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, public participation must be confined to this section of the meeting only.

The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to **speak once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for an oral response.

- NB:**
1. Standing Orders are available on the Council's website, or on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils;
  2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature;
  3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk) or telephone 01952 461420**

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Office Hours 10am – 1pm (Monday to Friday)

Tel: 01952 461420  
E-mail: [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk)  
[www.shifnaltowncouncil.gov.uk](http://www.shifnaltowncouncil.gov.uk)



Shifnal Community Hub  
Tudor Way  
Shifnal  
Shropshire  
TF11 8DJ

- ES763/23 Fire Safety Announcement**
- ES764/23 Public Session**
- ES765/23 Apologies received from Councillors.**
- ES766/23 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.*
- ES767/23 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 9<sup>th</sup> April 2024 (attached).**
- ES768/23 Greenspace Maintenance & Works**
- i) To NOTE that the EV charging points have been installed at Aston Street Car Park on the 17<sup>th</sup> March 2024. The commissioning team are due to be on site during April 2024, awaiting confirmation of the date. Verbal update to be provided by Locum Town Clerk.
  - ii) To NOTE a response from Shropshire Council concerning removal of the BT phone box in May 2024 (attached).
  - iii) To NOTE that work to repair the pathways at St Andrew's Church is due to commence w/c 13<sup>th</sup> May 2024 by T J Morris.
  - iv) To NOTE site meetings took place with members of the committee at St Andrew's Churchyard on 18<sup>th</sup> and 22<sup>nd</sup> April to consider the state of the pathways. Verbal update to be provided by members.
  - v) To CONSIDER costs for pointing work to a section of the boundary wall along Innage Road (to be tabled).
  - vi) To CONSIDER a verbal update from Cllr K. Booker for the Parks Working Group.
  - vii) To CONSIDER request by MHA to receive and plant a Native Cherry Tree in the Innage Road/Church area (attached).

- ES769/23      Shifnal Community Hub, Old Fire Station Hub & Library**
- i) To CONSIDER verbal update regarding the Legionella Risk Assessment from Locum Town Clerk.
  - ii) To NOTE that remedial works at Shifnal Community Hub and Old Fire Station will be carried out by AMG on Thursday 2<sup>nd</sup> May 2024.
  - iii) To NOTE communication received regarding West Mercia Police base and the lease between STC and WMP (attached).
- ES770/23      STC Car Parks**
- i) To CONSIDER verbal update regarding the lease arrangement with Kings Yard Car Park by Locum Clerk.
- ES771/23      To Review Actions from Previous Committee Meetings (attached)**
- ES772/23      Next Estates Committee Meeting**
- To be confirmed at Annual Full Council Meeting

**Circulation:-**

**Committee:** Cllr R. Cox (Chairman), Cllr E. Bird, Cllr K. Booker, Cllr B. Haddon, Cllr J. Horne, Cllr L. Jenks, Cllr J. Moore, Cllr T. Tarran, Cllr Z. Turner, Cllr P. Williamson, D. Gough (CPO).

**For Information:**

**Councillors:** Cllr J. Coulson, Cllr G. Kerr, Cllr D. Marriott, Cllr E. Moore, Cllr G. Tonkinson

**Officers:** G Bailey, Locum Town Clerk  
H. Howse, Administration Officer

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