



SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on
Tuesday 7th May 2024, Commencing at 5:30pm at the Shifnal Community Hub,
Tudor Way, Shifnal, TF11 8DJ.**

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

In Attendance: G. Bailey (Locum Town Clerk)

ES763/23 Fire Safety Announcement

This was given by the Chairman Cllr. R. Cox

ES764/23 Public Session

None Present

ES765/23 Apologies received from Councillors

There were no apologies.

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.

Cllr Horne declared a non pecuniary interest in item 768/23.

ES767/23 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 9th April 2024

The Minutes of the Estates Committee Meeting held on Monday 9th April 2024 were CONFIRMED and signed by the Chairman.

Signed by Chairman.....

ES768/23 Greenspace Maintenance & Works

- i) Members received an update on EV charging points:
 - a. Aston Street Park to be commissioned 7th May
 - b. Victoria Road, out for consultation for the Traffic Regulation Order over the next couple of weeks.
 - c. Broadway no longer included as a proposed location for EV charge points.
- ii) The response from Shropshire Council concerning removal of the BT phone box in May 2024 was NOTED.
- iii) Work to repair the pathways at St Andrew's Church which is due to commence w/c 13th May 2024 by T J Morris was NOTED.
- iv) To NOTE site meetings took place with members of the committee at St Andrew's Churchyard on 18th and 22nd April to consider the state of the pathways. Verbal update to be provided by members.

Members reported that there were various paths which were in need of repair, however some were serviceable.

It was agreed that a full inspection be undertaken by a qualified person, with the Estates Officer, prior to August, so that a maintenance routine can be established.

APPROVED

Locum Clerk to liaise with Shropshire Health and Safety Officer.

ACTION

- v) To CONSIDER costs for pointing work to a section of the boundary wall along Innage Road.

The locum clerk reported that the work had already been completed by the stonemason on site; awaiting further information.

ACTION

- vi) Members of the Parks working group reported that there had been no response from potential contractors following their meeting. Cllr J Moore offered to make contact for an update.

ACTION

- vii) The request from MHA to receive and plant a Native Cherry Tree in the Innage Road/Church area was CONSIDERED:-

Cllr Horne advised that it is likely that the tree will have a large canopy, therefore it would be preferable that it be located in the Churchyard subject to agreement. Planting should be either before the end of May or in late September.

Cllr Cox agreed to liaise with Chris Thorpe and Rachel Powell.

ACTION

ES769/23 Shifnal Community Hub, Old Fire Station Hub & Library

- i) To CONSIDER verbal update regarding the Legionella Risk Assessment from Locum Town Clerk.
DEFER
- ii) To NOTE that remedial works at Shifnal Community Hub and Old Fire Station will be carried out by AMG on Thursday 2nd May 2024.
NOTED
- iii)

Signed by Chairman.....

- iv) To NOTE communication received regarding West Mercia Police base and the lease between STC and WMP.

Members discussed the situation with the lease at length. It was agreed that the position the Council was in was untenable.

Cllr Moore queried the amount invoiced and suggested that past minutes be reviewed to check this is correct. It was confirmed that the annual payment was to, over time, recoup refurbishment costs.

The Locum clerk advised that our solicitors are awaiting a response from West Mercia Police.

The Locum Clerk agreed that she would follow this up with the solicitors and West Mercia Police.

ACTION

ES770/23 STC Car Parks

- i) Members CONSIDERED verbal update provided by the Locum Clerk regarding the lease arrangement with Kings Yard Car Park:-

Members received copies of the heads of terms agreed for lease transfers in 2016. These indicate the intention that the sum of money payable termed as 'maintenance' within the lease was to fund future repairs to the retaining wall.

The locum clerk advised that she has contacted Shropshire Council estates and will continue to follow this up.

ACTION

ES777/23 To Review Actions from Previous Committee Meetings

593 – ongoing
624 – complete – replaced by action on minute ES770/23
628 – ongoing
891 – June meeting
922 – Add – seek advise from Shropshire Health and Safety
927 – Update for June
936 – update for June
939 – update for June
940 – complete see minute ES768/23 iv
941 – replaced with new action see minute ES769/23 iii
942 – ongoing

ES778/23 Next Estates Committee Meeting

To be confirmed in line with the 2024/25 meeting schedule

The Meeting Closed at 18:39 hrs.

Signed by Chairman.....