



# SHIFNAL TOWN COUNCIL

## A G E N D A

3<sup>rd</sup> September 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 9<sup>th</sup> September 2024 at **5:30pm** at Shifnal Community Hub, Tudor Way, Shifnal TF11 8DJ.

Yours faithfully

Denise Reynolds  
Town Clerk  
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

- ES225/24 Fire Safety Announcement**
- ES226/24 Public Session**
- ES227/24 Apologies received from Councillors.**
- ES228/24 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.*
- ES229/24 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 8<sup>th</sup> July 2024.**
- ES230/24 2025 / 2026 Precept**  
 To CONSIDER the 2025/2026 precept budget lines applicable to Estates Committee.
- ES231/24 Greenspace Maintenance & Works**
- i) To CONSIDER a report from the CPO on the Town Centre Winter Planting Programme.
  - ii) To CONSIDER a report from the CPO on the proposed allotment association.
  - iii) To NOTE that the hedge works have been reported and completed at Curriers Lane.
  - iv) To CONSIDER a report from the CPO on mole control at various locations.
  - v) To CONSIDER a request from Shifnal Millennium Garden.
  - vi) To CONSIDER a report from the CPO on St. Andrew's Churchyard Pathway Health and Safety Assessment.
  - vii) To CONSIDER a report from the CPO on the refurbishment of the Town Centre Memorial Poppy Bench.
  - viii) To NOTE that the tree survey of the Shifnal Town Council tree stock is now complete. STC are awaiting the written report.
  - ix) To RECEIVE a report from the Parks Working Group.

- ES232/24 Shifnal Community Hub, Old Fire Station Hub, Public Toilets & Library**
- i) To CONSIDER an Update Report from the CPO on the Solar PV Project at the Shifnal Community Hub.
  - ii) To NOTE that the Legionella Risk Assessment was carried out in August 2024. STC are awaiting the written report.
  - ii) To NOTE a report from the CPO on the Police Base Lease.
  - iii) To NOTE that the contract for Sanitary Disposal Units and Water Management System for the public toilets that was agreed at the February 2024 meeting for a 2 year basis has been extended to 3 years. PHS have advised that the minimum term under the ESPO government public spending framework is 3 years. The cost per annum remains £171.30 (nett).
  - iv) To NOTE the new WME fixed rates for the 2024/2025 financial year.
- ES233/24 IT Software**  
To CONSIDER a report from the Town Clerk on the AdvantEDGE Finance software.
- ES234/24 Priorslee Road Cemetery**  
To CONSIDER the annual report from the AO on the Priorslee Road Cemetery capacity.
- ES235/24 CPRE Hedging Project**  
To NOTE that CPO is due to hold a meeting with the CPRE in September 2024 to plan a December 2024 planting programme.
- ES236/24 Shropshire Council Survey**  
To CONSIDER the Future Options with Town and Parish Councils Survey from Shropshire Council.
- ES237/24 Removal of Phone Box from High Street**  
To NOTE the photograph of the telephone box paving rectification works.
- ES238/24 Kings Yard Car Park**  
To NOTE a report on the lease agreement on Kings Yard Car Park.
- ES239/24 Street Lighting Joint Energy Agreement**  
To NOTE that Shropshire Council are in receipt of the latest inventory of STC street lighting. Shropshire Council have asked a number of technical queries which have been conveyed to Eon. STC are awaiting a response from Eon.
- ES240/24 To Review Actions from Previous Committee Meetings**
- ES241/24 Proposed Access for all Allotments Project**  
To CONSIDER a report from the CPO on the proposed access for all allotments project.
- ES242/24 Next Estates Committee Meeting**  
Tuesday 7<sup>th</sup> October 2024 – 5:30pm – Shifnal Community Hub.

**Circulation:-**

**Committee:** Cllr R. Cox (Chairman), Cllr E. Bird, Cllr K. Booker, Cllr B. Haddon, Cllr J. Horne, Cllr L. Jenks, 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:** D. Reynolds, Town Clerk and Responsible Finance Officer  
H. Howse, Administration Officer

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