



Minutes of the meeting of the  
Estate Committee of Broseley Town Council  
held at 7.00pm on Tuesday, 17<sup>th</sup> January 2017  
at the Birchmeadow Centre

Standard abbreviations used throughout: BMC – Birchmeadow Centre  
BCMC - Birchmeadow Centre Management Committee  
SC – Shropshire Council

**74. PRESENT**

Councillors Childs, L Garbett, M Garbett, Harris, Smith, Taylor.

**75. IN ATTENDANCE**

Members of the BCMC: C Bagnall (Chair), B Webb (Treasurer), S Milan, Clerk.

**76. APOLOGIES**

Councillor Jones – other meeting.

**77. DECLARATIONS OF INTEREST**

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Childs	5 - 10	Birchmeadow Centre	Pecuniary	Employee	80 - 85
Smith	5	Report from Birchmeadow Centre	Bias	Secretary and Trustee of BCMC	80
	6	BMC Management Agreement	Bias	"	81

**78. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 15<sup>TH</sup> NOVEMBER 2016**

**RESOLVED** to approve the minutes of the meeting held on 15<sup>th</sup> November 2016 as a true record.

**79. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 15<sup>TH</sup> NOVEMBER 2016**

None.

Having declared a prejudicial interest in the following items, Councillor Childs left the meeting.

**80. REPORT FROM THE BMC MANAGEMENT COMMITTEE**

- a. Councillors noted a report from the BCMC. Bookings were going well. Recent gigs had been very well attended and a full programme was booked for the rest of 2017. Further Northern Soul discos would be held as a joint venture with the BMC. The forthcoming pantomime was expected to bring in good numbers.
- b. Councillors noted the BCMC accounts and report from the Treasurer. It was expected that bar prices would need to be increased in the next financial year due to increases from the brewery.

Having declared a bias on the following item, Councillor Smith left the meeting.

**81. MANAGEMENT AGREEMENT**

- a. Councillors noted the quotation received from the Council’s solicitor with regard to the Lease and Management Agreement.
- b. **RESOLVED** to set a budget of up to £800 for the preparation of the required Management Agreement and that a meeting should be arranged between the solicitor, Councillor Harris, S Milan and the Clerk to progress the matter.

Councillor Smith returned to the meeting.

**82. BIRCHMEADOW CENTRE MAINTENANCE**

- a. Councillors noted that a representative from Multifloor would be attending site the following Monday to investigate the cause of the raised floor.
- b. Councillors noted that a replacement Burco water heater was required for the Centre. **RESOLVED that this was the responsibility of the BCMC.**
- c. Minor issues were reported.

**83. BIRCHMEADOW CENTRE GABLE END WORK**

- a. It was noted that the gable end work had been completed and signed off.
- b. Both the BCMC and neighbours had been pleased with the conduct of the contractors and the quality of the work. The new soundproofing was proving very effective. Councillors noted that the tone of communication from the project manager towards staff and volunteers had sometimes been inappropriate. The project had run slightly over budget due to some unexpected expenses. Overall, the project had been successful with beneficial results for the Centre.

**84. REFURBISHMENT OF UPSTAIRS TOILETS**

The specification had been refined but it had not been considered practical or desirable to reduce the specification. Funding for the project would be found from the budget already allocated and additional money from the forthcoming year's budget. The revised specification would be sent to the Clerk to pass on to potential contractors for a revised quotation.

**RESOLVED to delegate authority to the task and finish group to review the revised quotations and agree a contractor. The Clerk would then place the order for the work.**

**85. BIRCHMEADOW CENTRE – SOLAR PANELS**

S Milan provided an update on progress with the solar panel initiative. A quotation had been received which indicated that the work required could be completed within the level of funding available from the Postcode Lottery. The proposed scheme would cover a large part of the south facing roof (towards the front car park).

**RESOLVED to ask the BCMC to progress the project and submit an expression of interest.**

Councillor Childs returned to the meeting.  
Members of the BCMC left the meeting.

**86. CEMETERY MEMORIALS**

Councillors noted that action had been taken with regard to those memorials identified as being high risk. In the old part of the cemetery a number of memorials had been laid down. Notices had been affixed to stakes behind memorials and some had been secured to the stakes. Grave owners had begun coming forward and some had been in contact with the memorial mason to arrange repairs. The Clerk had spoken to the local memorial mason regarding the situation.

A period would be allowed to pass to allow grave owners to remedy the defects before any further action was considered. Medium risk memorials would be addressed next.

**87. CEMETERY OPERATIONAL MATTERS**

- a. Councillors considered working arrangements in the Cemetery. This matter came under the remit of the Personnel Group and should be considered by that group.
- b. It was noted that the groundsmen would open the Chapel by arrangement (e.g. for guided walks) and on the request of visitors to the Cemetery. The Clerk was asked to publicise this on the Council's website and on the Cemetery noticeboard.

**88. MAINTENANCE OF OPEN SPACES**

Councillors considered the arrangements for maintenance of the two new open spaces. The Clerk was asked to ensure that a contractor could be deployed to assist with grass cutting should the Council's groundsmen be overstretched.

**89. EVERYBODY ACTIVE EVERY DAY GRANT FUNDING**

- a. It was noted that two projects put forward by the Town Council had been successful in gaining funding: play equipment for the Guest Road open space (£5,000) and the "Folk and Gentry Walk" (£2,570).
- b. Councillors considered how to manage the implementation of these two projects:  
The Folk and Gentry Walk was in hand with Barrow Parish Council. The project would signpost several guided walks, varying in difficulty, around Broseley and Barrow.  
  
The application for the play equipment had been submitted in association with the Broseley Youth Partnership. It was noted that the provision of a play area on this side of town was also one of the Council's identified CIL priorities, which could give access to additional funds.  
  
It was agreed to assess the feasibility of moving the climbing frame from the former play area at Park View to the Guest Road site. Possible items of play equipment would be selected and consultation undertaken with local children and residents. It was desirable to provide equipment which could be used by as wide an age range as possible, such as a basket swing.

**90. SUSPENSION OF STANDING ORDERS**

**RESOLVED to suspend standing orders to allow the meeting to continue past 9.00pm.**

**91. MEMORIAL GARDEN**

Councillors considered a proposal from Councillor L Garbett that the trees around the garden be kept free of posters and notices.

**RESOLVED that in future the trees around the Memorial Garden should be kept free of posters and notices and that instead a notice board should be installed in the Garden for the display of posters.**

The Clerk was asked to obtain quotations for a notice board, with a Broseley Town Council header, and bring these to the next Estate Committee meeting.

Councillors Harris and M Garbett agreed to draw up a specification for remedial work to the wall surrounding the Memorial Garden.

**92. LIBRARY**

- a. Councillors noted that the new sign for the library building would be installed on the coming Saturday.
- b. Councillors noted that resurfacing of the library car park had been completed and that work had commenced on repairing the boundary walls. The contractors would also be repointing sections of the library building walls.
- c. Councillors noted that volunteers had come forward to run both Rhyme Time and Time to Listen sessions, commencing in January.

**93. STREET LIGHTING**

- a. Councillors noted a report from the recent meeting with J Hughes, Street Lighting and Traffic Signals Commissioner for SC, to discuss the proposed street light conversion programme. The meeting had been very informative and Mr Hughes had indicated that he would be prepared to offer support and work with the Council on this project.
- b. The existing task and finish group of Councillors L Garbett, Harris and Smith would consider the recommendations made by the SC officer and take forward the project. The Clerk would ensure that the location of Council lights was clarified and would contact J Hughes with regard to the risk assessment for part-night lighting. The Clerk would contact Prysmian with regard to the date of the last electrical check.