



## BROSELEY TOWN COUNCIL

### ESTATES COMMITTEE MEETING

Minutes of the Estates Committee Meeting held on Tuesday 13<sup>th</sup> May 2019 commencing at 19:00 hours in the Birchmeadow Centre, Broseley TF12 5LP.

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**MEMBERS PRESENT:** Councillors Michael Garbett, Burton, Childs, Goodall and Taylor.

**IN ATTENDANCE:** C Bagnall, S Milan, B Webb, M Kaiser and one member of the public.

**1. PUBLIC PARTICIPATION**

One member of the public was in attendance. A request was made for the grass cutting schedule to be made public to limit the level of concern currently being voiced.

**2. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs West, Harris, L Garbett.

**3. a) DECLARATIONS OF INTEREST**

There were no additional declarations of interests made that were not currently entered in the member's register of interests.

**b) ELECTION OF OFFICERS**

Councillor Goodall was elected as Chair and Councillor Michael Garbett as Vice Chair.

**4. MINUTES OF THE MEETING**

**RESOLVED** to approve the minutes of the meeting held on 19<sup>th</sup> March 2019 as a true record of the proceedings. A **correction** was made to **53b BMC Accounts** the financial commitment ring fenced should read £3,000 not £13,000.

**5. MATTERS ARISING**

There were no matters arising from the minutes of the meeting held on 19<sup>th</sup> March 2019.

**6. REPORT FROM THE BIRCHMEADOW CENTRE MANAGEMENT COMMITTEE (BCMC)**

**(a) BCMC Report** – The following report was noted:

- Bookings remained healthy with private parties and Northern Soul Night;
- Upcoming events include Hickman & Cassidy on 1<sup>st</sup> June;
- A request was made for the upcoming dates of Estates Committee meeting to be notified in advance. They are regularly held on 3<sup>rd</sup> Tuesday of every other month;
- A user group inadvertently dropped the latch and caused a lock out last month which was quickly rectified by Rob Pritchard. Measures have been taken to prevent a recurrence.
- The AGM on 6<sup>th</sup> July is open to the public.
- Music and film licences are up to date.

**(b) BCMC Accounts** – Committee noted the report of £8,523 in Main account, £3,504 in Reserve account. The only major expense undertaken was the refurbishment of the Studio. The only outstanding bill is a contribution to the soundproof door between Pritchard Room and main hall of £500.

**(c) Solar Panel Readings** – Committee noted that 66.1 megawatt hours had been generated, saving 8,849 kilos of CO<sub>2</sub>, representing 29.57 trees planted. No update on feed in tariff is available this month.

**7. BIRCHMEADOW CENTRE MAINTENANCE**

Committee noted the following items:

- i. The studio refurbishment was a big improvement, only outstanding item fitting of displacement baffles;
- ii. M Kaiser presented a paper outlining the wider community use benefits of the proposed extension and some possible sources of funding. Main issue highlighted the safeguarding of

children and need for separate dressing rooms. BROADS would aim to access funding that BTC and BCMC would be ineligible for. Architect's bill including planning permission was quoted at £1,000. Impact on hirings would be minimal. Full Council were in favour in principle when it was presented to Committee last year. BMC raise no objections. M Kaiser to obtain formal support from the BROADS. If all three parties in partnership are in agreement the project can be progressed. Action agreed for the Clerk to check the legal curtilage and confirm who should apply for planning permission and when.

#### 8. **MULTI-USE GAMES AREA (MUGA)**

Committee noted that a report from the MUGA Group had not been received and no representative was present. However, the Clerk and RFO had met with Gary Price, Chair and had made enquiries on financial and staffing issues and agreed a number of actions.

#### 9. **LIBRARY /OFFICE MAINTENANCE**

Committee noted the following items and **RESOLVED** to **DELEGATE** authority to the Clerk:

- i. The door mechanism was still faulty. Action – preferred contractor contact details to be supplied to the Clerk.
- ii. The Recycling bins and Veolia Recycling centre signs have been removed from the library car park.
- iii. Car Park sign in library car park still has an SC logo this to be changed by covering with a BTC waterproof sticker. Clerk to notify SC of the change.
- iv. Bartholomew's minimum charge for painting car park cross hatching in front of fire doors was quoted at £850. Action agreed for Ground works team to undertake work. Mayor to enquire about methodology for removing paint from tarmac. Clerk delegated £300 budget.
- v. Due to serious issue of fly tipping and costs likely to be incurred in removal, Committee agreed to accept the quote from Archer Security to fit CCTV with 4 cameras and signage in car park immediately. Quote included 2 cameras internally to cover library staff. Security alarm also to be updated. Action Clerk delegated with budget of and to produce CCTV policy.
- vi. 'Flytippers will be prosecuted' signs to be installed immediately. Clerk delegated budget of £85.

#### 10. **OUTDOOR SPACES / PROPERTY**

Committee noted the following items:

- i. The Flag and pole would be delivered June 3<sup>rd</sup>, siting in Memorial Gardens by agreement of Estates Committee and British Legion. Flag pole to be erected after the Festival. Groundworks team to erect with supervision and assistance from nominated Councillors. Clerk **DELEGATED** to action. The Condolences Box had been collected from SC. The Clerk and Mayor had scheduled meeting to prepare BTC actions for London Bridge protocol beginning of June.
- ii. Tree pruning survey, risk assessment and method statement required for Memorial Garden and Cemetery trees. Local Preferred Contractor list to be produced. Specification and 3 quotes to be obtained for work to be undertaken in October. **Mayor and Clerk to action.**
- iii. Quotes for disability friendly play equipment for Guest Road still required. **RFO and Councillor Mark Garbett to action.** Decision deferred to next meeting.
- iv. Drainage works commence at Birchmeadow Park on 3<sup>rd</sup> June. Pre-contract meeting being held on 22<sup>nd</sup> May 8.30 am. Clerk to attend.

#### 11. **STREETLIGHT ISSUES**

Committee noted that the following items:

- i. The street lighting team had identified 2 x Light Columns that required replacement. It was **RESOLVED** that these two columns be replaced at a cost of £1,015 + VAT each, Full Council approval had been obtained. A further column at the back of 7 Wilkinson Ave had also since been identified. Clerk **DELEGATED** to instruct Jones Lighting.
- ii. New columns need to be identified with metal tag and distinctive numbering system to differentiate them from SC columns. Clerk to action with Jones Lighting.
- iii. There are a number of SC columns where light is obscured by over grown trees resulting in a waste of electricity which BTC are paying for. **Clerk to contact Councillor Nutting**, Leader of SC to request action is taken in October to prune trees.

#### 12. **CEMETERY**

Committee noted the following items:

- i. Agreement has been reached with the Parish Church to open the Chapel on a regular basis.

Father Christopher to be nominated key holder. Clerk to check if they will cover public opening on their insurance. Groundsmen require new indoor working space. Clerk delegated to purchase a 20 ft container with double doors and electrical feed for lighting. Budget of £1,000 agreed including delivery and electrical fit out. Kirsty to undertake a de-cluttering of Groundsman's sheds.

- ii. Clerk had spoken to Rory Galliers of Balfours regarding the land proposed for purchase. **Clerk to feed back to Councillor West** and set a meeting with Rory Galliers and two BTC Councillors.
- iii. Trees at rear of Groundsman's cabin need pruning. These to be added to schedule and quotation.

**13. BROSELEY IN BLOOM**

There was no update from Broseley in Bloom. However, it was known that new volunteers had been recruited. The Clerk had met with Carol Cooper, Chair earlier in April and she was confident that all plans were in place.

**14. PILL BOX**

Committee RESOLVED that the Pill Box, donated by the former power station, should be re-sited on Birchmeadow Park and a location was agreed for a base to be constructed. Pill Box to be relocated at same time as Container installed to use same crane. Permission would be requested from Shropshire Council. Clerk **DELEGATED** to action using the budget allocated to the Sculptures.

**15. TELEPHONE BOX**

Committee noted that the telephone box located on Quarry Road had yet to be re-purposed. Following consideration, it was agreed to create an information point. A volunteer had been identified who was willing to maintain the ground.

It was agreed to obtain costs for paint, boards, Perspex front sheet and a timber frame for the new information board. **DEFERRED** to next meeting.

**16. CORRESPONDENCE**

No correspondence had been received.

**17. DATE OF NEXT MEETING**

7pm Tuesday 16<sup>th</sup> July at the Birchmeadow Centre.

There being no other business the Mayor thanked members for their attendance and closed the meeting at 8.46pm.

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**CHAIR:**

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**DATE:**