



# Broseley Town Council

The Library Building, Bridgnorth Road, Broseley, Shropshire TF12 5EL

To Members of the Estate Committee:  
Councillors L Garbett, M Garbett, G Goodall,  
A Taylor, Mayor and Deputy Mayor  
cc. Birchmeadow Centre Mgt Cttee: C Bagnall, S Milan  
MUGA Group: G Price  
To all other Councillors for information

Mr Paul Russell  
Locum Town Clerk

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12<sup>th</sup> March 2019

You are hereby summoned to attend a meeting of the Estate Committee of Broseley Town Council to be held at **The Birchmeadow Centre** on **Tuesday 19<sup>th</sup> March at 7.00pm.**

Yours faithfully,

Mr Paul Russell  
Locum Town Clerk

## AGENDA

### 1. PUBLIC PARTICIPATION

Members of the public will have the opportunity to raise matters within the remit of the Estate Committee for 10 minutes in accordance with the Council's Standing Orders. Members of the public may make representations, answer questions and give evidence without prior notice on matters which are on the agenda of the meeting. If members of the public wish to speak on matters which are not on the agenda, they must give notice in writing to the Town Clerk at least three clear days in advance of the meeting, with details of the subject on which they wish to speak. Members of the public are not allowed to present or circulate documents at Town Council meetings. This session is not intended as a forum for debate and issues requiring a response may be referred to the next meeting of the Council.

### 2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

### 3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest from Councillors.

### 4. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 8<sup>th</sup> JANUARY 2019

**For decision:** to approve the minutes of the meeting held on 8<sup>th</sup> January 2019.

### 5. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 8<sup>th</sup> JANUARY 2019.

**To note** any matters arising from the minutes of the meeting held on 8<sup>th</sup> January 2019 not appearing elsewhere on the agenda.

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

- a. **To note** a report from the BCMC.
- b. **To note** the BCMC accounts.
- c. **To note** the solar panel readings.

### 7. BIRCHMEADOW CENTRE MAINTENANCE

- a. **To consider** the following maintenance issues and any others arising:
  - i. **To note** quotes from supplier for the cost of soundproof doors.
  - ii. **To note** quote received for the doors.
  - iii. **To note** that a purchase order had been raised for the replacement window and that the work had been booked in.

- iv. **To note** that the electrical testing had been ordered and carried out and that there were some remedial works that need following up.
- v. **To note** that the replacement lighting had been ordered and carried out.
- vi. **To note** that the works to the flat roof had now been completed.
- vii. **To note** emergency drainage works carried out.
- viii. **To note** that the annual pump service had been carried out.
- ix. **To note** that the annual Fire Safety checks had been carried out and that some necessary changes had been made to equipment.
- x. **To note** the annual service charge quotes received for works required for the Birchmeadow Centre for next year.

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

- a. **To note** a report from the MUGA Group and **to consider** any matters arising.

**9. LIBRARY /OFFICE MAINTENANCE**

- a. **To note** maintenance issues and to consider matters arising.
  - i. **To note** that an order to replace the door mechanism/ fix door had been placed and that the work had now been carried out.
  - ii. **To note** that a new fridge had been purchased for the kitchen of the Library / office.
  - iii. **To note** that a vandalised pane of glass in the library had now been replaced.

**10. OUTDOOR SPACES / PROPERTY**

- a. **To note** maintenance issues
  - i. **To note** that works had been carried out to refurbish several of the benches around the town
  - ii. **To note** that following vandalism to the rear of the Dark Lane toilets the guttering and down pipe had been replaced but had been vandalised again since.
  - iii. **To note** any relevant updates on London Bridge protocol and siting of a flagpole.
  - iv. **To note** quotes are being obtained for disability friendly play equipment for Guest Road.

**11. STREETLIGHT ISSUES**

- a. **To note** any issues with BTC owned Streetlights
  - i. **To note** the accident damaging the streetlight on Coalport Road and that an order has been raised to replace it.
  - ii. **To note** that the street lighting team have identified 2 x Light columns that require a replacement raise and lower column in Wilkinson Avenue and the quote provided. **For decision** action to be taken.

**12. CEMETERY**

- To note** any updates regarding the cemetery and to consider any matters arising.
  - i. **To note** the cemetery break in and the subsequent works required.
  - ii. **To note** that changes to the cemetery fees had been agreed at Full Council and that these would take effect from 1<sup>st</sup> April 2019.
  - iii. **To note** that the skip company were increasing their prices from 1<sup>st</sup> April 2019. **For decision** any action required.

**13. BROSELEY IN BLOOM**

- To note** an update on Broseley in Bloom and plans for the year.

**14. PILL BOX**

- To note** that the Pill Box that was donated by the former power station needs to be re-sited.  
**To consider** possible suitable locations.

**15. TELEPHONE BOX**

- To note** that the telephone box located on Quarry Road has yet to be re-purposed and **to consider** possibilities for its use.

**16. CORRESPONDENCE**

- To note** any correspondence received and **to consider** any matters arising.