



Minutes of the meeting of the
Estate Committee of Broseley Town Council
held at 7.00pm on Tuesday, 6th June 2017
at the Birchmeadow Centre

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

1. **PRESENT**
Councillors Burton, L Garbett, M Garbett, Harris, Pearce, Taylor.
2. **IN ATTENDANCE**
Members of the BCMC: C Bagnall (Chair), B Webb (Treasurer), S Milan, Clerk.
3. **ELECTION OF CHAIR**
RESOLVED to elect Councillor M Garbett as Chair of the Committee.
4. **ELECTION OF VICE CHAIR**
RESOLVED to elect Councillor A Taylor as Vice Chair of the Committee.
5. **APOLOGIES FOR ABSENCE**
Councillor Goodall – work.
6. **DECLARATIONS OF INTEREST**
None.
7. **MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 21ST MARCH 2017**
RESOLVED to approve the minutes of the meeting held on 21st March 2017 as a true record.
8. **MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 21ST MARCH 2017**
None.
9. **REPORT FROM THE BIRCHMEADOW CENTRE MANAGEMENT COMMITTEE**
 - a. Councillors noted a report from the BCMC. The Committee had held its AGM recently and the same officers had been re-elected. Recent events had gone well, including a soul music night which had used two rooms at the Centre. The forthcoming Otis Gibbs gig would take place at the same time as the Broseley Festival and visitors would be advised on how to reach the BMC to avoid the town centre. A combined Performing Rights licence had now been obtained to cover both live and recorded music.
 - b. Councillors noted that the BCMC had adopted an amended constitution.
 - c. Councillors noted the BCMC accounts and report from the Treasurer. The Treasurer explained that a reserve account had been set up as well as a workplace pension scheme.
10. **MANAGEMENT AGREEMENT**
It was noted that representatives of the Council and the BCMC had signed the Management Agreement and the Surrender of the Lease and that both parties had a copy of the signed documents.
11. **NOISE FROM THE CENTRE**
It was noted that a complaint had been received from a resident of the mobile home park regarding the noise levels from evening functions. It was agreed that the Centre wished to be a good neighbour and avoid unacceptable noise during events. The BCMC had contacted SC Environmental Health to obtain information on statutory noise levels and recommendations and were looking into the possibility of acquiring a sound monitor. Councillor Garbett had

previously visited the neighbour to assess the noise level during an event and had offered to do so again. The Clerk was asked to notify the neighbour of action taken so far to minimise disturbance.

12. BIRCHMEADOW CENTRE MAINTENANCE

- a. The Clerk had contacted Multifloor regarding the raised area of flooring in the Pritchard Room. It was agreed now to remove the tape around the area as it seemed the problem had been resolved but to call Multifloor back if there was a recurrence.
- b. Recent problems with the fire alarm panel had been addressed by the replacement of the battery and all now seemed to be well. Quotations had been obtained for new down lights in the hall. These would be considered at the next meeting.

13. REFURBISHMENT OF UPSTAIRS TOILETS

- a. It was noted that work on the upstairs toilets was scheduled to begin on 12th June.
- b. A pre-start meeting had been arranged to finalise arrangements.

14. BIRCHMEADOW CENTRE – SOLAR PANELS

The Postcode Local Trust was expected to notify the BCMC of the outcome of the grant application by 9th June. If the application was successful the work would be put in hand quickly to retain the contractor's price and the current feed-in tariff. If unsuccessful, other sources of funding would be considered. The BCMC would keep the Council informed.

Members of the BCMC left the meeting.

15. LIBRARY MAINTENANCE

- a. Councillors noted that an order had been placed for a new notice board for the outside of the Library.
- b. Councillors noted that the library window frames needed repainting. **RESOLVED to arrange for the Council's groundsmen to carry out the work.**
- c. Councillors noted that the gas heaters in the library had been serviced and that a maintenance contract had been set up with Birchalls.
- d. Councillors noted that a library operations meeting was scheduled for 12th June when the Clerk would aim to clarify responsibilities for premises management with the Library Area Manager.
- e. It was agreed that the premises management task and finish group (Councillors Burton, Harris, M Garbett and the Clerk) would meet on Tuesday, 20th June at 4.00pm.

16. CEMETERY MEMORIALS

It was noted that work on identified unstable memorials was progressing. It was noted that a branch had fallen from the Cedar tree by the entrance to the Cemetery during recent bad weather. This had not damaged any memorials and had subsequently been removed. A tree surgeon would be carrying out work to ensure the safety of the tree.

17. MEMORIAL GARDEN

- a. Councillors noted that an order had been placed for the supply of a notice board for the Memorial Garden.
- b. Councillors noted that an order had been placed for repair work to the wall surrounding the Memorial Garden and this was expected to be carried out the following day.
- c. Councillors noted that sections of the Memorial Garden would be fenced off during the Broseley Festival to protect the flower beds.

18. MAINTENANCE OF TRANSFERRED OPEN SPACES

Following the transfer of open spaces, Councillors noted that it had been agreed with Shropshire Council that the Town Council would commence cutting Maypole Green and the open space at Guest Road from 1st July. From this date SC would maintain Park View play area.

19. MAYPOLE GREEN – REQUEST FOR TREE AND BENCHES

- a. Councillors considered a request to plant a tree and accompanying seat on Maypole Green in memory of Eric Cox, former Town Councillor and instigator of Broseley in Bloom. **RESOLVED to agree to the request.** The Clerk was asked to confirm arrangements with the family and Broseley in Bloom.
- b. Councillors considered a request to install a bench on Maypole Green in memory of Derrick Pountney, former rights of way officer for the Town Council. **RESOLVED to agree to the request.** The Clerk was asked to agree the location and confirm arrangements with the Severn Strollers.

20. PLAY EQUIPMENT FOR GUEST ROAD

- a. Councillors noted that the Planning Committee had agreed to commission the SC Enablement Officer to manage the project to install play equipment on the Guest Road open space using the Everybody Active grant at a cost of £250, to be taken from the grant funding.
- b. The Broseley Youth Partnership had been notified of the above and their response was awaited.
- c. Once agreement had been received from the Broseley Youth Partnership, arrangements for taking the project forward would be agreed with the Enablement Officer.

21. TRIANGLE OF LAND AT JUNCTION OF QUARRY ROAD AND KING STREET

Councillors considered an offer from a resident of Quarry Road to maintain the land at the junction of Quarry Road and King Street. **RESOLVED that the Council wished to retain responsibility for maintaining this area.** The Clerk would agree with the groundsmen the best way of managing this to ensure the area was kept tidy.

22. TELEPHONE KIOSK ON TRIANGLE OF LAND AT JUNCTION OF QUARRY ROAD AND KING STREET

- a. Councillors noted that Shropshire Council had consented to the adoption of the above telephone kiosk, without telephony, by the Town Council.
- b. **RESOLVED to sign the required agreement with BT and to pay the transfer fee of £1.00.**

23. ENVIRONMENTAL MAINTENANCE GRANT

Councillors noted that the Town Council had been awarded an Environmental Maintenance Grant for 2017 in the amount of £836.11 to enable the Council to enhance and maintain its local environment. The Clerk was asked to ensure that the groundsmen re-painted the bins in the High Street prior to the Broseley Festival.

24. STREET LIGHTING

- a. Councillors considered quotations for a replacement street light near The Woodbridge and **RESOLVED to place the order with E.On.**
- b. Councillors noted that SC had completed the risk assessment of the Town Council's street lights to allow consideration of part-night lighting.
- c. **RESOLVED to set up a task and finish group to take forward the street lighting conversion project comprising Councillors L Garbett, Harris and the Clerk.**

Chairman