



Broseley Town Council

Minutes of the Estate Committee of Broseley Town Council to be held at The Birchmeadow Centre on Tuesday, 20th November 2018 commencing at 7.00pm.

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

PRESENT: Councillors M Burton, Michael Garbett, Goodall, Harris and West.

ALSO PRESENT:

Representatives from the BCMC and the MUGA Group.
Paul Russell – Locum Clerk, three members of the public

19 PUBLIC PARTICIPATION

The following items were considered:

- (a) **Walkers are Welcome** – A presentation was received from the Broseley Walkers are Welcome Steering Group. The main organisation was a not for profit CIC. The local group was aiming to become a member of the Walkers are Welcome. Its aims would include maintaining local footpaths and encourage walking in the area, encourage visitors to enjoy the local footpath network and to encourage walking for health. In order to achieve membership, the group had to demonstrate local support, including an endorsement from the Town Council, develop a marketing strategy with walks leaflets and encourage the use of public transport.

Membership cost £60 and a request was made to the Town Council to fund this. It was agreed to support the request subject to the receipt of a completed grant application form.

- (b) **Broads Committee** – An update was provided regarding the proposed extension at the Community Centre. Funding to draw up initial plans had been agreed and an initial scheme was presented. Copies of the plans were shared and Councillors and the Estates Committee agreed to recommend that Broseley Town Council support the proposed scheme.

The next steps were to obtain the support of the Broads Committee and, once the plans had been agreed and updated, to submit to planning for approval. Grant funding would be required to complete the project. The project would also need to be considered by the Birchmeadow Centre Management Committee.

20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr L Garbett and Mr S Milan.

21 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

22 MINUTES OF THE MEETING OF THE ESTATE COMMITTEE

RESOLVED to approve the minutes of the meeting held on 18th September 2018 as a true record.

23 MATTERS ARISING

There were no matters arising.

24 REPORT FROM THE BIRCHMEADOW CENTRE MANAGEMENT COMMITTEE (BCMC)

- (a) **BCMC report** – An update report was received. Bookings had increased following the quiet period during the summer with a number of successful events being held in October and

November. Saturdays were now fully booked until January 2019.

- (b) **BCMC Accounts** – Committee noted the accounts presented. A copy had been forwarded to Members for information.

25 **BIRCHMEADOW CENTRE MAINTENANCE**

- (a) **Maintenance Issues** – Committee considered the following maintenance issues:
- Soundproof Doors – A decision regarding the provision of soundproof doors had not yet been received from the BCMC. The matter was to be discussed at a BCMC meeting and the Estates Committee would consider this matter at a future meeting;
 - Electrical Testing – Committee noted that a quotation had been received to carry out the electrical testing at Birchmeadow Centre. A second quotation was awaited and the matter would be considered once this had been received.
- (b) **Solar Panel Readings** – It was noted that these had not yet been received.
- (c) **Risk Assessments** – Committee noted that the Fire Safety and Health & Safety Risk Assessments completed in 2016 would be uploaded in due course onto the website.
- (d) **CCTV System** – Committee discussed the suggestion to provide a CCTV system for the football facilities, the MUGA and the Birchmeadow Centre due to recent vandalism and anti-social behaviour. It was noted that a number of actions had been taken including the use of antivandal paint. Following consideration, it was agreed not to pursue the purchase of a CCTV system at present but to keep the matter under review.
- (e) **Flat Roof Repairs** – Committee considered the quotation received and, following discussion, **RESOLVED** to undertake the works as specified at a cost of £500 + VAT.
- (f) **Window Repairs** – Committee considered the quotation received and, following discussion, it was agreed to obtain an alternative quotation to replace the damaged windows completely. It was further agreed to review all the windows at the rear of the building to assess what additional repairs might be required.
- (g) **Warped Door** – Committee agreed to obtain a quotation to replace the door and frame.

26 **MULTI-USE GAMES AREA (MUGA)**

Committee noted the following update report from the MUGA Group:

- A full upgrade had been carried out on the electrical systems;
- An electrical safety check had been carried out;
- Various repairs had been undertaken;
- A new drag mat for regular maintenance had been purchased;
- Damage to the stores would be resolved in the near future;
- The facility was being advertised on social media and this had led to increased bookings;
- The website was just about to be updated.

27 **ENVIRONMENTAL MAINTENANCE GRANT**

Committee noted that applications for 2018/19 would be accepted up until the end of this calendar year and any of the grant unspent this financial year would be carried over to next financial year in recognition of the shortened timescales. The applications process for 2019/20 would commence in January 2019. It was agreed to submit an application from the Town Council.

28 **MAYPOLE GREEN PARKING**

Committee noted the concerns raised regarding car parking in this area and it was agreed to write to the cricket club to make it aware that concerns had been expressed. The situation would continue to be monitored by the Council.

29 CEMETERY

- (a) **New Building** – Committee noted that no further update was available.
- (b) **Cemetery Extension** – Committee noted that the District Valuer had been appointed to value the land at a cost of approximately £1,000 + VAT. Once the valuation had been undertaken of the land the matter would be further considered by the Committee.

30 GUEST ROAD OPEN SPACE

- (a) **Relocation of Litter Bins** – Committee noted that the Environmental Maintenance Officer at Shropshire Council had confirmed that the Town Council could relocate the existing bin nearer to the benches.
- (b) **Relocation of Litter Bins, The Green** – Committee noted that Shropshire Council considering the possibility of moving the bin away from the notice board on the Green. Committee agreed to support this initiative.
- (c) **Maintenance Update** – Committee noted that Groundsman would be varnishing the memorial green bench for winter.

31 STREET LIGHTING

- (a) **Working Group Update** – Committee noted that the survey by Jones Lighting had been commissioned and would commence in January 2019.
- (b) **Tree Works** – Committee noted that the trees at Avenue Road, Cockshutt Lane, Bridgnorth Road and Ironbridge Road required trimming as they were blocking the street lights. It was agreed to pass this on to Shropshire Council to action.
- (c) **Bracket & Lantern Replacement** – Committee considered the quotation received to replace the bracket, lantern and board transfer for street light, Sycamore Road and **RESOLVED** to carry out this work at a cost of £600-£700 + VAT.

32 WORKS VAN REPLACEMENT

Committee discussed the replacement of the works van and requested that a number of options be developed and presented to the Committee at its next meeting in January 2019.

33 TELEPHONE SYSTEM

Committee agreed to the purchase of a new handset for the Council Office.

34 CORRESPONDENCE

Committee noted that the poppies displayed on the statues would remain in place until after the Christmas Lights switch on.

There being no other business the Chair thanked members for their attendance and closed the meeting at 8:20pm.

CHAIR

DATE