



Minutes of the meeting of the  
Estate Committee of Broseley Town Council  
held at 7.00pm on Tuesday, 20<sup>th</sup> March 2018  
at the Birchmeadow Centre

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

**96. PRESENT**

Councillors Burton, L Garbett, M Garbett, Goodall, Harris, Taylor.

**97. IN ATTENDANCE**

Members of the BCMC: C Bagnall (Chair), S Milan.  
TM Barrett - Clerk

**98. APOLOGIES FOR ABSENCE**

B Webb (BCMC), M Kaiser (MUGA)

**99. DECLARATIONS OF INTEREST**

None.

**100. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 16<sup>TH</sup> JANUARY 2018**

**RESOLVED** to approve the minutes of the meeting held on 16<sup>th</sup> January 2018 as a true record.

**101. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 16<sup>TH</sup> JANUARY 2018**

Minute 88/71bi. The hole in the changing room ceiling had been mended.

Minute 88/71biii. The extractor fan would be fitted as soon as the work could be scheduled by the contractor.

Minute 88/71biv. Nothing further had been heard from Go Green regarding the return of roof tiles.

**102. REPORT FROM THE BIRCHMEADOW CENTRE MANAGEMENT COMMITTEE**

a. Councillors noted a report from the BCMC. The Centre was very busy, with around 16 bookings each week. There were already bookings into 2019. Recent events had gone well and it was hoped to organise another "5 for a fiver" local band evening in May. Philip Dunne, MP, had recently visited the Centre and talked to members of the BCMC. He had been impressed with the set up and had offered his help, should any support be needed for the Centre.

It was noted that Taylor Wimpey workers were continuing to park on the rear car park. While this was not a problem at present, it might cause difficulties when the weather improved and there were more visitors to the park. A request had been received from a worker to park a camper van on the car park during the day; the Clerk would follow this up.

c. Councillors noted the BCMC accounts. An order had been placed for the re-decoration of the foyer and area outside the cellar. PAT testing of BCMC and BroADS equipment at the Centre would be carried out on 23<sup>rd</sup> March; BroADS would be paying for the testing of their equipment. A new, larger bottle cooler had been purchased for the bar, as well as a new coffee machine and grille for the air vent in the Pritchard Room. Chains and padlocks had been purchased to enable empty beer kegs to be stored outside the building to allow easier collection by the brewery.

**103. BIRCHMEADOW CENTRE MAINTENANCE**

a. Councillors considered quotations to hand for a new front door for the building.  
**RESOLVED** to place the order with **SMC Windows & Doors Ltd.**

- b. It was noted that the BCMC had agreed to fund the installation of two additional lights over the stage.
- c. It was noted that the contractor had inspected the damp area in the ladies toilet and reported back. Councillor M Garbett agreed to arrange for the contractor to carry out the necessary work.
- d. Councillors noted that, for safety reasons, vision panels were required for the internal doors by the stairs. **RESOLVED to place the order with SMC Windows & Doors Ltd.**
- e. Councillors noted that improvements were required to the stairway lighting to ensure safety. **RESOLVED to place the order for new lighting, including sensor lights and additional switches with Gra-Bern.**  
Subject to confirmation from other members of the Management Committee, the BCMC agreed to set aside £500 towards the provision of an acoustic door between the Pritchard Room and the Hall.
- f. It was noted that the order for the replacement office window had been placed some time ago and the contractor had been reminded that the work was outstanding.

Members of the BCMC left the meeting.

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

Councillors noted a written report from the MUGA Chairman. The new zorb balls had been used over half term and the sessions had been reasonably successful. The next meeting of the MUGA Group would be held on 16<sup>th</sup> April at 7.30pm when the Council representatives were requested to attend. Councillors were reminded about arrangements for the management of MUGA staff.

#### **105. CHRISTMAS LIGHTS BUDGET**

**RESOLVED to earmark any unspent budget remaining in the budget heading CHR3 Christmas Lighting at the end of the 2017/18 financial year for expenditure on Christmas lighting during the financial year 2018/19.**

#### **106. LIBRARY AND CAR PARK**

- a. Councillors noted that the lease for the library and car park had been sent to the Council's solicitor for registration with the Land Registry.
- b. Councillors noted that a request had been received from STAR Housing to use the library to host weekly IT support sessions for tenants and that the Clerk was progressing this.
- c. Councillors considered a request to host an information display on Islam in the library. SC's position was noted. Councillors had no objection in principle and agreed that the Clerk should look into providing an information display on different faiths.
- d. Councillors noted an update on progress with obtaining quotations for electric car charging points for the library car park. One supplier had provided a quotation but clarification was required. Further quotations would be obtained.
- e. **RESOLVED to give formal permission for the Friendly Transport Service to park their vehicles on the library car park.**

#### **107. CEMETERY**

- a. Councillors noted an estimate to hand for the provision of a permanent restroom, storage and toilet facilities at the Cemetery. **RESOLVED to recommend to full Council that the necessary drawings and tender documents be drawn up to invite tenders for the construction of the building and that the Council allocate funding from reserves and submit a request for CIL funding.**
- b. Councillors noted the results of the recent tree survey. The Clerk was asked to obtain quotations for the recommended work. Councillors agreed to notify the Clerk of their preferred option for dealing with the conifer hedge behind the groundsman's cabin.

**108. MEMORIAL GARDEN**

- a. Councillors noted that one of the benches in the Memorial Garden was beyond repair. **RESOLVED to allocate up to £500 from the General Maintenance budget to obtain a replacement.**
- b. Councillors noted the “Silent Soldier” campaign to commemorate the centenary of the end of the First World War. Councillors considered that the Royal British Legion would be better placed to engage with this initiative.

**109. OPEN SPACES**

- a. Councillors noted that the Town Council’s title to the open spaces at Maypole Green and Guest Road had been registered with the Land Registry.
- b. Councillors noted that the memorial tree for Eric Cox had been planted on Maypole Green; a bench would follow when the tree had grown.

**110. GROUNDS MAINTENANCE EQUIPMENT**

Councillors noted that two strimmers were beyond repair and **RESOLVED to approve the purchase of two new strimmers at a cost of £187.48 + VAT each.**

**111. WATER TANKS IN VAN**

Councillor Goodall undertook to repair the leak in the water tanks.

**112. PLAY EQUIPMENT FOR GUEST ROAD**

- a. Councillors considered quotations to hand. **RESOLVED to place an order for the Dart Activity Centre from Creative Play at a cost of £4,985, to be financed from the Everybody Active grant.** Councillors noted that this equipment would be most suitable for pre-school and early primary school aged children. Councillors agreed to source security fencing for the installation phase separately. It was noted that any additional costs arising from security fencing, permanent boundary fencing and fees would be covered from the Council’s repairs and maintenance budget.
- b. Councillors noted that a request had been received from SC to remove the play equipment from Park View play area as soon as possible. The Clerk would progress the removal; the contractor would be responsible for the disposal of the equipment.

Chairman