



**Minutes of the meeting of the  
Estate Committee of Broseley Town Council  
held at 7.00pm on Monday, 19<sup>th</sup> October 2015  
at the Birchmeadow Centre, Broseley**

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

**31. PRESENT**

Councillors Childs, L Garbett, M Garbett, Harris, Smith and Taylor

**32. IN ATTENDANCE**

C Bagnall - Chair of the BCMC, S Milan, Clerk

**33. APOLOGIES**

Councillor J Jones – other engagement

**34. DECLARATIONS OF INTEREST**

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Childs	6-8	Birchmeadow Centre	Pecuniary	Employee	37-39
L Garbett	9	Park View Play Area	Pecuniary	Owner of adjacent land subject to planning application	40
M Garbett	9	Park View Play Area	Pecuniary	Owner of adjacent land subject to planning permission	40
P Smith	6	BCMC Report	Bias	Member of BCMC	37
A Taylor	13	Christmas Lights	Bias	Chairman of Christmas Lights Committee	44

**35. MINUTES OF THE MEETING OF THE ESTATE COMMITTEE HELD ON 20<sup>TH</sup> JULY 2015**  
RESOLVED to approve the minutes of the meeting held on 20<sup>th</sup> July 2015 as a true record.

**36. MATTERS ARISING FROM THE MINUTES OF THE ESTATE COMMITTEE MEETING HELD ON 20<sup>TH</sup> JULY 2015**  
None.

Having declared a pecuniary interest in the following items, Councillor Childs left the meeting.

**37. REPORT FROM BCMC**

- a. Members noted the report from C Bagnall, Chair of BCMC. Following a quiet summer the Centre was well booked into the autumn and over Christmas, with gigs planned up to May 2016.  
The Youth Room had been renamed “The Studio.” The counter had been removed and new storage would be installed next to the window. It was hoped to encourage more art and craft type groups to use the room.  
  
Members noted that a quotation for a Fire Risk Assessment and H&S Assessment had been obtained from an outside agency. It was agreed that this work could be carried out in-house and that Councillor Garbett would work with S Milan and B Webb (subject to his agreement) from the Management Committee on fire risk and health & safety management.
- b. Members noted the BCMC accounts.

### 38. BIRCHMEADOW CENTRE MAINTENANCE

- a. **Acoustic panels:** it was noted that the panels would be fitted to the walls of the Pritchard Room. All present were in favour of this arrangement.
- b. **External tap: RESOLVED to permit the installation of an external tap on the Centre at the request of Broseley in Bloom.** It was recommended that the tap should be fitted to the outside wall of the changing room extension.
- c. **Drain jetting:** it was noted that an order had been placed for jetting of the disabled toilet drain, on the recommendation of the pump servicing contractor.
- d. **Fence on front car park: RESOLVED to accept the quotation from Richard Carter for the installation of a new fence and crash barrier on the front car park.**
- e. **Ladies toilets:** Members noted the two quotations to hand. It was agreed that work to the gable wall should take priority and that the committee would consider the refurbishment of the ladies (and perhaps gents) toilets once this work was in hand.
- f. **Painting of external walls: RESOLVED to instruct the Council's groundsmen to paint the exterior of the Centre.** The rear render should be painted cream to match the front if access was possible.
- g. **External fire doors from changing room extension:** Councillors considered the poor condition of the doors. **RESOLVED to seek quotations for the replacement of the external doors from the changing room extension.** Quotes should be obtained for solid, hardwood, painted doors, re-using the existing door furniture (and frame if in good enough condition) with the installation of a threshold strip and kick plate on the inside. **RESOLVED to delegate authority to the Clerk to select a contractor and proceed once quotations had been obtained.**

### 39. BIRCHMEADOW CENTRE WALLS AND ROOF

- a. **Movement gauges on end wall:** it was noted that the gauges showed insignificant movement of maximum 1mm.
- b. **Insurance claim:** Councillors noted that the insurance claim for the repair to the stage roof had been settled.
- c. **Replacement beam, repointing of end wall and repair to stage roof:** Councillors considered information to hand regarding the responsibilities of the client and work to be carried out. In view of the nature of the work and the need to obtain comparable quotations from contractors:  
**RESOLVED to appoint a CDM advisor for the project.**  
**RESOLVED to accept the quotation from Structural Design Services to design the steel beam, design and detail the temporary works propping scheme to enable the beam to be inserted and to provide a schedule of works to be undertaken to enable the beam to be installed.**
- d. **Specification for strapping and stitching of gable wall: RESOLVED to accept the quotation from Structural Design Services to prepare a specification for the strapping and stitching of the gable wall.**

Councillor Childs returned to the meeting.

C Bagnall and S Milan left the meeting.

Having declared a pecuniary interest in the following item, Councillors L Garbett and M Garbett left the meeting.

### 40. PARK VIEW PLAY AREA

Councillors noted that Shropshire Council had requested that the safety surfacing be removed from the play area as well as the play equipment and that the Clerk was obtaining quotations for this work.

Councillors L Garbett and M Garbett returned to the meeting.

**41. CEMETERY**

- a. **Conifer trees:** Councillors noted the request from a member of the public to reduce the height of two conifer trees in the Cemetery facing the road and considered quotations to hand for the work. It was noted that the arboricultural report from November 2014 assessed the trees as being in good condition with no disease present.  
**RESOLVED to remove an overhanging branch but to carry out no further work at this time.**
- b. **Grave shuttering:** Councillors considered quotations to hand for additional shuttering panels and braces to help reduce time and work when digging graves. **RESOLVED to order additional shuttering panels and braces from Teleshore.**
- c. **Commonwealth War Graves Commission:** Councillors noted that the Commonwealth War Graves Commission had advised it would no longer be making a contribution to the Council for the maintenance of war graves in the Cemetery. Previous payments had been £190 p.a. Annual maintenance visits by the CWGC would continue.

**42. LAND AT JUNCTION OF QUARRY ROAD AND WOODLANDS ROAD**

Councillors noted concerns about the triangle of land at the junction of Quarry Road and Woodlands Road. This piece of land was not registered to anyone but had previously been maintained by a neighbour as well as by the Council at some time in the past. **RESOLVED that the Council's groundsmen should tidy the area and install a low fence around the perimeter.**

**43. JAPANESE KNOTWEED ON LAND AT CALCUTTS ROAD**

Councillors noted that the Japanese Knotweed had been treated in September. The treatment was expected to kill about 80% of the plants in the first year. Any remaining plants would need follow up treatment the following year.

**44. CHRISTMAS LIGHTS**

Councillors noted that the groundsmen would be cutting back the lime trees in the Memorial Garden at the end of October to accommodate the Christmas lights.

Chairman