

Present:-Councillor P Johnson (Chairman), Councillors, P Broomhall, P Glover, M Meakin, E Towers and Mrs P. O'Hagan (Town Clerk).

- 1 **Apologies** - To receive any apologies for absence.

None received

Absent – C Shingler, G Nash.

- 2 **Declaration of pecuniary interests** – to receive declarations of interest.

Councillor	Item	Dispensation
Cllr Towers	Member declared a pecuniary interest in Item 7 Allotments as he is married to an allotment tenant.	None

- 3 **Minutes** To approve as a correct record the minutes of a Meeting of this Committee held on 13th December 2017.

Resolved:- to approve the minutes of 13th December 2017 and they were duly signed as a true record.

- 4 **Progress Report on items raised at previous meeting** – for consideration. The Clerk reported that the gap in the hedge at the Wheatlands Pond had been widened to enable better viewing of the pond from the seating area.

Resolved:- to note the report.

- 5 **Toilets**

a) To receive an update on charging income.

Resolved:- to note the report.

b) Damage – to discuss recent damage to coin boxes.

The Clerk reported that a quote had been received from Healthmatic to repair and strengthen the ladies coin box following the break in and that this would be funded through Healthmatic's maintenance allowance for the toilets. Unfortunately the damage caused to the men's toilets was more extensive and the entire box would require replacement and this would need to be the subject of an insurance claim.

Resolved:- to submit a claim to the Town Council's insurance company for the replacement coin box on the men's toilets.

Resolved:- to approve the strengthening work to the ladies toilet coin box.

- 6 **Play Areas/Open Spaces**

a) Whitchurch Road POS – for update on meeting held with developer on 8.3.18. The Clerk presented a report of a meeting held with Taylor Wimpey and Shropshire Council to discuss the possible handover of the 3 public open space areas on the Wilmott Meadow Estate. The Clerk reported that a number of issues had been

identified that would require rectifying prior to the Town Council taking on the area. A discussion took place on whether the Groundsman would have time to maintain these areas as well as the other work he currently carried out for the Town Council.

Councillors felt that there was merit in adopting these areas of open space but that the following areas must be clarified by the developer before the matter is considered in more detail

- Drainage network – Confirmation is required that the Town Council will not be responsible for the maintenance of any part of the drainage system located primarily underneath the play equipment including the above ground pumping station and man hole covers.
- All man holes must be reset prior to any adoption.
- That a new right of access onto the public open space on the north side of the estate entrance is created from the access road as no public right of access exists over the driveway of adjacent properties..
- The salt bin on the play area is removed.
- That ownership and emptying of the dog bin is not the responsibility of the Town Council.
- Any tree work identified from the tree inspection report is carried out by Taylor Wimpey to the satisfaction of the Town Council.

A discussion took place on the use of the 106 funds and it was agreed that if these areas were to be adopted then this contribution should be used primarily for the purchase of maintenance equipment to enable the Town Council to maintain this area.

In addition to this it was agreed to recommend that the Groundsman undertakes the maintenance of the areas on a trial basis for a period of one year only after which a review will take place.

Resolved:- to refer the final decision on the adoption by the Town Council of the 3 areas of public open space on phase 1 of the Wilmott Meadow Estate to the March 2018 Town Council meeting.

7 Allotments

a) Paths – for update on condition of slabbed paths between plots.

Cllr Towers took no part in discussions

The Clerk reported that budget for the maintenance of the allotments had been increased in the 2018-19 budget and she would like permission to place the order for the path resetting work.

Resolved:- to approve the quote for path relaying submitted by Mr Freeman.

b) Plots – for update on untidy plots.

It was reported that an inspection was due and that rental letters would be going out soon. All allotment holders who had been written to about the condition of their plots over the winter months had carried out some work to improve them. However in some cases additional monitoring would be needed over the next months to ensure that the work started over the winter continues.

The Clerk reported that the waiting list had increased in recent weeks and that the length of time applicants were having to wait was between 18 months and 2 years.

8 Love Lane Cemetery

a) Brick Wall – to consider quote for undertaking work to finish wall.

It was reported that Mr Freeman had submitted a new quote to extend the existing wall by 3 metre. The Clerk reported that it had proved difficult to find a contractor able to quote for the works and only one quote had been received for the committee to consider. It was

Resolved:- to recommend that the quote for the completion of the wall be approved and to place the order for the works to start in the 2018-19 financial year.

9 Asset Transfer – to discuss meeting held with Shropshire Council relating to transfer of ownership of Jubilee Square.

The Clerk reported on a meeting held with Zoe Mortimer and Sue Thomas of Shropshire Council to discuss the work required to bring the Jubilee Square up to a condition whereby the Town Council would be willing to take on the asset.

A number of issues were identified at the meeting which the Town Council would require Shropshire Council to rectify prior to any asset transfer including

- Improvements to the drainage system to rectify the current issues with surface water after moderate rainfall.
- Repairs to the surface.
- Upgrading of the existing lights on the Jubilee Square to LED lights.
- A full structural and electrical test of all lighting columns, lights and electricity points to be undertaken.
- A full tree survey and completion of any identified work.

It was reported that instead of an asset transfer taking place a better option may be to draw up a service level agreement with Shropshire Council over the management of the Jubilee Square which would enable the Town Council to take on the bookings but not have responsibility for the infrastructure. Following the meeting it was agreed that Zoe Mortimer would draft a service level agreement for consideration by the Town Council.

Resolved:- to note the report.

10 Floral Planters – to consider quote received for supply of plants for floral planters. The Clerk presented the quote received by Homedene for the supply of plants for the Town Council's floral planters including the new 3 tier planters. Only one quote had been received for consideration.

A discussion took place on the best location for one of the 3 tiered planters and it was considered that the space at the front of the library would be suitable subject to permission from Shropshire Council. A suggestion was made that if there was not enough space by the library due to the fact that there was already a floral trough in this location the trough could be relocated to the Jubilee Square subject to the approval of the volunteers who maintain the trough.

Resolved:- to award the contract for the supply of plants for the floral planters to Homedene Nursery.

11 CCTV – for update on meeting held with ORP on 7.3.18 to discuss new cameras. The Clerk reported on a meeting held with ORP and Wem Safer Neighbourhood Team to discuss the location of the new cameras. Those present considered that the best options for the new cameras would be;

- A new HD camera be placed in the recreation ground on the existing pole as per the grant application.
- A new HD camera be located on a lamppost on Aston Street opposite The Drayton Gate. Locating the camera here will provide CCTV coverage along Aston Street towards Chicos as per the grant application. However locating the camera up this end of the street instead of on the White Lion as previously considered will mean that the recreation ground and old toilet block will be better covered by CCTV which will be useful during events on the recreation ground. However it should be noted that this will be subject to approval by Shropshire Council and it will involve an additional cost to link the camera up to the existing wireless system which is not covered in the grant application. ORP had agreed to provide a quote for this
- The old camera from the recreation ground which is still of a good quality will be relocated to the western end of the Town Hall so that it can provide better coverage of the Mill Street junction. This will be subject to approval of the Town Hall Trust.

The memory capacity box will be upgraded as per the previous quote. It was reported that a quote for the additional works had not been received in time for the meeting.

50% up to a maximum of £2259 will be funded to supply and install the new 2 cameras however the Town Council will be require to fund the cost of moving the recreation ground camera onto the Town Hall and the supply of the wireless link from the new camera on Aston Street.

Resolved:- to recommend that the matter be considered by the Town Council at the March meeting once the amended quote had been received.

- 12 **LED Conversion** - to receive update and consider quote for outstanding work. The report on the remaining lights to be converted to LED was considered and it was

Resolved; to Approve the quote received from Highline Electrical to install 3 new brackets and one wall mounted light.

Approve the quote received from E.on to replace the dangerous column on Drawwell Lane.

- 13 **Date and time of next meeting** – to note

Resolved; to set the next meeting date as Tuesday 12th June time to be confirmed.

Meeting ended 15.15

Chairman