

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,  
College House on Tuesday 5<sup>th</sup> September 2017 at 7.15pm**

Present: The Town Mayor, Councillor R Whittle OBE in the Chair,  
Councillors Mrs C Baines MBE, Dr J Buckley, D Cooper,  
G Davies, R Fox, J Gittins, Mrs H Howell, A Hinton,  
Mrs E Marshall Mrs J Onions Mrs C Walden and  
Mrs C Whittle

In Attendance: Town Clerk, Ms A Wilson  
Outdoors & Properties Manager, B Ince  
1 member of public  
Minutes Secretary, Mrs A Kendrick  
Minutes Secretary and transcribed by Mrs P M Russell

0236/1718 **FIRE SAFETY ANNOUNCEMENT**

The meeting commenced with a fire safety announcement by the Mayor.

0237/1718 **APOLOGIES FOR ABSENCE**

**RESOLVED:** to receive the following apologies for absence.

Councillor Mrs S Stevens	Unwell
Councillor Mrs K Hurst-Knight	Unwell

0238/1718 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

0239/1718 **PUBLIC QUESTION TIME**

There were no declarations of interest.

The Chairman read out a letter from Mr Tim Lewis, the Town Council Direct Labour Force Supervisor, thanking the Council for their retirement gift.

0240/1718 **MINUTES**

- i) The minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Monday 15<sup>th</sup> March 2017 at 6.00pm were submitted as circulated.

Concerns were raised regarding a matter that was put into the public minutes of this meeting and it was asked for it to be removed or for the Chairman to apologise regarding this matter. There was no apology given and the minutes would remain the same.

**RESOLVED:** that the minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Monday 15<sup>th</sup> March 2017 be signed by the Chairman as a true record.

- ii) Members are reminded that at the Town Council meeting held on 11<sup>th</sup> July, it was **RESOLVED:** that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 20<sup>th</sup> June 2017 be accepted with the exception of minute numbers 0112/1718 – 0017/1718 and the wording is reconsidered for these items.

Members were therefore asked to adopt minute numbers 0112/1718 to 0017/1718 inclusive from the minutes of the Town Council meeting held on 20<sup>th</sup> June 2017.

Members were also asked to note that under minute number 0086/1718, a personal interest was declared by Councillor D Cooper as a user of Bridgnorth Swimming Pool. This had been omitted from the minutes in error. Under minute number 0087/1718, Members are asked to note that the Point of Order was raised by Councillor R Fox with regard to an item in the confidential session.

Members were asked to note that once the above amendments have been adopted, these will be incorporated into the minutes and the Chairman will be asked to sign them as a true record.

**RESOLVED:** that subject to the above amendments, the minutes of the Town Council meeting held on 20<sup>th</sup> June 2017 be signed by the Chairman as a true record.

- iii) The minutes of the Meeting of Bridgnorth Town Council held on Tuesday 18<sup>th</sup> July 2017 at 7.15pm were submitted as circulated.

A Member questioned what the Town Council would be doing with the remainder of the Shopwatch/Pubwatch monies. £750 of the funds in the Facewatch scheme cost centre was money from a grant from Bronze Level Tasking, not subscribed by businesses and they had agreed that this money should be forwarded to the new Facewatch Group in town once they had their constitutions set up. It could not be given to charity as suggested by a member. This is correct and therefore should say so in the minutes. The Town Clerk is at present writing to all the companies in the organisations who originally contributed to the Shop Watch scheme.

**RESOLVED:** that subject to the above amendment, the minutes of the Meeting of Bridgnorth Town Council meeting held on Tuesday 18<sup>th</sup> July 2017 be signed by the Chairman as a true record.

- iv) The minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Wednesday 23<sup>rd</sup> August 2017 at 7.15pm were submitted as circulated.

Councillor Cooper felt that the following was a more accurate reflection of the minute no: 0266/1718 Public Participation

(i) There were no public questions

(ii) The Town Mayor stated that public statements would be limited to 15 minutes and nobody would be able to speak for more than three minutes and Bridgnorth residents would be able to speak first. Tasley residents had already had the opportunity to speak to their Parish Council. Councillor D Cooper proposed and Councillor J Gittins seconded that members of the public present be permitted to give evidence in accordance with Standing Order 1t, and that the time limit for public evidence be increased to 30 minutes.

**RESOLVED:** that members of the public present be permitted to give evidence in accordance with Standing Order 1t, and that the time limit for public evidence be increased to 30 minutes.

**RESOLVED:** that subject to the above amendment, the minutes of the Extraordinary Meeting of Bridgnorth Town Council meeting held on Wednesday 23<sup>rd</sup> August 2017 be signed by the Chairman as a true record.

#### 0241/1718 **MATTERS ARISING**

- i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 18<sup>th</sup> July 2017 that are not included elsewhere on the agenda.

The Town Clerk informed the members that possible contract options for the town Toilets would be brought to the next meeting as only one company had shown any interest alongside our existing contractors and was just awaiting the final information.

- ii) Updates from the Extraordinary Meeting of Bridgnorth Town Council held on Wednesday 23<sup>rd</sup> August 2017 that are not included elsewhere on the agenda. This application was passed at the Planning Committee.

The Town Clerk stated that the planning application had been passed by Shropshire Council at their meeting on the 29<sup>th</sup> August 2017.

0242/1718 **MEMBERS QUESTION TIME**

There were no Members Questions.

0243/1718 **COMMITTEE MINUTES**

- i) The minutes of the Planning Committee meetings held on Monday 24th July 2017, Monday 7<sup>th</sup> August 2017 and Monday 21<sup>st</sup> August 2017 were submitted as circulated.

**RESOLVED:** that the minutes of the Planning Committee meetings held on Monday 24th July 2017, Monday 7<sup>th</sup> August 2017 and Monday 21<sup>st</sup> August 2017 be received and adopted.

0244/1718 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no other matters arising from the committee minutes.

0245/1718 **NOTES FROM OTHER MEETINGS**

All the following meeting notes had been circulated to all Councillors so that if they wished to make any suggestions or comments they can put them in writing to the groups who will then produce a report to bring back to Council.

- i) Notes and Update of the Traffic Calming Working Party meeting held on 31<sup>st</sup> July 2017

Members noted the report.

- ii) Notes of the Community Governance Review Working Party meeting held on 10<sup>th</sup> August 2017

The Town Clerk is looking at rewriting the report as, on the map it is not clear where Tasley ends and Bridgnorth starts. Members noted the report.

- iii) Notes of the Local Plan Review Working Party meeting held on 14<sup>th</sup> August 2017

It was **RESOLVED:** that Councillor A Hinton be appointed to the Local Plan Review Working Party.

Members noted the report.

- iv) Notes of the Severn Park Working Party meeting held on 24<sup>th</sup> August 2017

The Group are looking into new toilets, play area and a kiosk. Members noted the report.

- v) Notes of the Castle Hall and Town Hall Working Party meetings held on:
  - i) 1st August 2017
  - ii) 23rd August 2017

The meetings of the Castle Hall and Town Hall group came up with a lot of ideas for marketing the venues and ideas for the future.

Members noted the report

- vi) Notes of the Arts Trail Working Party meeting held on 1st August 2017

The Arts Trail Group had come on leaps and bounds and had visited a fiberglass factory in Kidderminster how have said they could possibly put our ideas into a design. A further meeting was taking place on Wednesday 6<sup>th</sup> September 2017.

Members noted the report

0246/1718 **SEALING OF DOCUMENTS**

**RESOLVED:** that the Common Seal be affixed to the following documents:

Cremation Plot 264  
Section E 411, 412, 576 and 577  
Oak Grove 182x

0247/1718 **NOVEMBER TOWN COUNCIL MEETING**

Members noted that the date previously circulated for the first Town Council meeting in November (7<sup>th</sup> November) is incorrect. Members noted the correct date of 14<sup>th</sup> November 2017.

0248/1718 **CHRISTMAS**

- i) Members noted that the Christmas Lighting Up Night is taking place in the High Street on Friday 17<sup>th</sup> November from 4pm – 9pm. The Quayside Lighting Up Night is taking place on Saturday 18<sup>th</sup> November from 4pm – 6pm. This is normally held on the following Sunday but due to a large fundraising event in the town, it has been suggested that the event is moved to the Saturday.
- ii) Members were asked to consider a request to set up a Christmas Committee and after a brief discussion, it was **RESOLVED:** that the Christmas Committee would be set up as soon as possible.

0249/1718 **CCTV MAINTENANCE CONTRACT**

Members considered a new annual CCTV Maintenance Platinum Cover contract and the Town Clerk's report. Members were aware that in 2014, the Town Council agreed to put in new CCTV equipment. This was in situ by July 2015 when a free two year platinum maintenance contract was confirmed with Technical Services; Technical Services Shropshire Ltd being the company that won the contract and installed all the new equipment.

This free two year maintenance contract expired on 31st July 2017 and Members noted that Technical Services are currently carrying on visiting the Town Council in anticipation of receiving the contract for maintenance.

Members noted that it would be impossible for alternative quotes to be sought given that the equipment and CCTV system in Bridgnorth was designed and installed by Technical Services. It was not considered to be a sensible option to ask another company now to look after the system given that they have no knowledge or understanding of the existing system, the design, how it is put together, the technology used, or the equipment purchased and how it integrates and works together.

Members therefore agreed to work outside its Financial Regulations on this occasion taking into account the reasoning above and **RESOLVED:** that the quote from Technical Services for a Platinum Maintenance Contract for the sum of £3,936.00 plus VAT be accepted.

0250/1718 **TOWN HALL**

Members noted the information from the Conservation Officer at Shropshire Council regarding alterations to the Town Hall.

*Following our meeting on site at the Town Hall on Friday with the Conservation Officer at Shropshire Council regarding alterations to the Town Hall. I would like to confirm what we discussed.*

*In my opinion the installation of a lift within the Town Hall would have the potential to significantly impact upon the historic fabric and character of the Grade II\* listed building. Therefore the bar is set very high for the level of justification required for such an alteration. I noted on site that once at first floor there is not currently level access available internally. So if a lift were to be installed this would also require some substantial alterations to the internal layout and furniture to allow level access to all rooms.*

*We also discussed some possible structural movement in the building that is being monitored at the moment. I would suggest that this monitoring exercise be completed before any decisions are made regarding physical interventions to the building, such as the installation of a lift.*

*In the meantime I would refer you to Historic England's guidance on Easy Access to Historic Buildings. I would suggest undertaking an access audit as they describe in the guidance which will help to identify the issues that are arising and form an access strategy for the building. I would note that you are only required to make reasonable adjustments to provide better access, so this is where the balancing comes in between the level of intervention and harm required for the adjustment and if it is reasonable for the demand/need required.*

After a lengthy conversation it was suggested that Bridgnorth Town Council contact the Conservation Architect further for advice on the option to put a stair lift in instead, which the Town Mayor had spoken to her about. Members were made aware that this did not make the Town Hall DDA compliant as there was still the issue of the uneven floors and the potential inability to use a wheelchair in the building. Due to the age and grading of the building it was very unlikely that any fixtures and fitting could be moved.

Councillor Dr J Buckley made a proposal that given the restrictions noted to the DDA access status (Disability Discrimination Act) of the Town Hall in its current condition, this Council agrees to focus its marketing of Castle Hall, which is DDA access compliant, for commercial events to generate income for the Council.

A point of order was raised by Cllr. E. Marshall as this was not an agenda item. The Mayor ruled against the point of order and the proposal was put to the vote.

The proposal was then seconded and put to the vote and it was

**RESOLVED:** that given the restrictions noted to the DDA access status (Disability Discrimination Act) of the Town Hall in its current condition, this Council agrees to focus its marketing of Castle Hall, which is DDA access compliant, for commercial events to generate income for the Council.

## 0251/1718 **WEST MERCIA FIRE GOVERNANCE CONSULTATION**

Members discussed the response to the consultation as previously circulated at the Town Council meeting held on 18<sup>th</sup> July 2017.

The Town Clerk and Councillor D Cooper had attended the SALC meeting where lengthy discussion had taken place about the suggestion that the Police & Crime Commissioner take on three Fire Authorities making a saving of £4million per year. Shropshire Council's overview is not to consider it.

Unanimously **RESOLVED:** that the Town Council should write to say that they were not in favour of changing the governance arrangements at the current time.

0252/1718 **PARKING STRATEGY CONSULTATION**

Members considered Shropshire Council’s Parking Strategy Consultation. Shropshire Council are proposing to make changes to matters including parking on a daily basis, Season Tickets, Residential Parking, Waivers.

Concern was raised regarding the negative impact on businesses, residents, after work activities and tourism in the town should the proposals be adopted.

Members were informed that Ludlow Town Council had requested a Freedom of Information request to Shropshire Council to find out how much revenue is made from their car parks; this was £500,000.

Members **RESOLVED:** that Bridgnorth Town Council write to Shropshire Council requesting a Freedom of Information request on all the car parks in Bridgnorth and the income value that is generated.

It was suggested that Councillor Jim Smithers comes along to the first Town Council Meeting in October to talk to the Councillors of Bridgnorth Town Council regarding the Parking Strategy. This would also be an agenda item. It was suggested that the Shropshire Councillors also be invited to attend.

At this meeting Councillor’s would consider their submission with regard to the proposed strategy amendments.

0253/1718 **TRAFFIC ISSUES – OLDBURY WELLS**

Members considered the correspondence received from Oldbury Wells School regarding traffic issues. Oldbury Wells School is served by single lane. The by-pass runs behind the school but there is currently no access from the road to the by-pass as the road to the school is a dead end meaning all school buses have to turn around and go back out the same route. With the combination of larger buses and many more pedestrians it now means that health and safety of the pedestrians is paramount.

One option outlined was timed traffic light the other access to the by-pass for buses only, the second being opening up a route onto the by-pass which is there but unopened. The second option would allow a one way system for buses to be implemented.

Members **RESOLVED:** that the Town Clerk write to Oldbury Wells School confirming that they would support Oldbury Wells School in its efforts and concerns but did not support traffic lights as an option. The preferred option is to open the existing roadway onto the bypass.

The Town Clerk and the Town Mayor offered to be present at any meeting held at the school with Shropshire Council Highways Officers.



- **CEMETERY THEFTS**

It is with regret that I find myself having to report yet another theft from Council property. This time the thieves broke into the maintenance teams van using a spade from one of the vehicles and causing considerable damage by smashing the passenger window and denting the passenger door. Fortunately most of the tools had been removed however they did steal a drill and a saw.

Every time we get hit it costs us dearly in loss of equipment and wasted time in lengthy administration, as well as lost workforce hours. Each time it happens we have to implement costly measures in order to try to deter another visit. Previous measures have involved expensive welding modifications and tamper proof locks, only to see them rip the whole door off. The last visit saw us having to relocate all of our outdoor equipment and install intruder alarms.

It is the first time that the vehicles have been targeted inside the compound. In order to combat this we have removed all attractive items from the vehicles overnight and I would like to propose that the vehicles are left unlocked at night to prevent further forced entry damage. The keys to the vehicles would of course be removed and locked in a secure place. The only other measure that is likely to deter thieves is the fitting of CCTV cameras.

- **SEVERN PARK**

Work has begun on realigning and repainting the direction finger post and the refurbishment of notice boards and some of the benches.

- **BANDON ISLAND**

More work will be carried out on the shrub beds opposite the Bandon Island as an ongoing effort to improve the appearance of one of the main entry points into the town.

- **TOWN HALL SIGNAGE**

The new signage is now complete.

- **PUBLIC**

Both Listley Street toilet and Fox Corner toilets have been vandalised and money stolen again, and this is becoming a weekly occurrence. It is extremely expensive to the contractor and wastes a considerable amount of our maintenance staff time as we are invariably the first on the scene to secure the premises. The long term effect of this trend is that our toilets maintenance contract is likely to increase at the next review.

- RIVERSIDE CLEARING

Recent work on the riverbank has involved largescale clearance of the invasive Himalayan Balsam from the Allotments, through Pale Meadow and down as far as the Bypass Bridge on Well Meadow. The DLF have also pruned the epicormics growth around the base of the Lime trees and autumn and winter work will involve coppicing the riverside Willows

- HEART OF ENGLAND IN BLOOM

The HEIB presentation is being held at Warwick Castle this year on the evening of Thursday the 14th of September and will be attending by the Town Clerk, myself and the new DLF supervisor.

Members noted the report.

0255/1718 **LOVE PARKS**

Members were asked to consider taking part in the “Love Parks” campaign. This would involve promoting the park and perhaps holding one event a year in which people could picnic and make full use of the facilities.

Concern was raised by Cllr. R. Whittle that as a Council, we are trying to do too much and the Council only has a finite resource. It has taken on a lot of projects of late and if we keep adding to the workload, this will put a strain on resources and increase costs.

Members **RESOLVED**: that Bridgnorth would take part In the Love Parks campaign next year.

At this point in the meeting, Councillor Ms S Barlow left the meeting.

0256/1718 **POLICY AND PROCEDURES FOR THE MANAGEMENT AND CONTROL OF LEGIONELLA RISKS DATED 1 AUGUST 2017**

Members noted the policy documentation for the Town Council.

0257/1718 **BRIDGNORTH TOWN COUNCIL FACILITIES ASBESTOS MANAGEMENT POLICY DATED 1 AUGUST 2017**

Members noted the policy documentation for the Town Council.

0258/1718 **SEVERN PARK TOILET HIRE 2018**

This item was removed from the agenda and would be brought back to the next Town Council meeting.

0259/1718 **FLORAL DISPLAY WATERING AND OVERTIME REVIEW 2015/16/17 AND 18**

Members noted the comprehensive report from the Outdoors and Properties Manager who gave members a reminder of the history of replacing the hanging baskets and the bridge containers and the savings made to date.

The Council were asked to consider replacing the remaining 125 wicker baskets, which need watering every day and are now three years old and at the end of their useful life, with self-watering baskets. This would be a one off cost for this but it will free up our workforce to do other tasks, and therefore, will produce a saving in the longer term.

A couple of Members questioned the costs of the hanging baskets and if we had looked at different suppliers. Members were reminded that this is part of an ongoing purchase and maintenance programme and that by using the same supplier all baskets would be kept the same.

The Council purchased 24 self-watering barrier containers for use on the Low Town Bridge. At that time, and in order to keep the costs to a minimum, they were purchased minus the liners. The containers are incredibly heavy when full, and require two members of staff to hold them in position whilst a third person tightens the bolts. This is an extremely time consuming practice that is carried out at the start of the summer bedding season. The Council were asked to agree to purchase a second set of containers so it would then allow the containers to remain in position all year round saving on valuable man hours and would also considerably reduce time on the bridge and the subsequent disruption to pedestrians and traffic.

**RESOLVED:** that the Council:

- i) replaces the remaining 125 wicker baskets with watering baskets at a cost of £3,233.86 + VAT
- ii) purchase another set of liners, wick and carriage at a cost of £682.44 including VAT

0260/1718 **BRIDGNORTH RIGHTS OF WAY (P3) GROUP**

The minutes of the July meeting of this group were noted and an update from the meeting held on 5<sup>th</sup> September 2017 was given, which Cllr Mrs J Onions had attended. It had been agreed to set up a constitution and rules for the group with support from Shropshire Council regarding insurance and tools as Shropshire Council owns most of the footpaths.

**RESOLVED:** that Councillor J Gittins and Mrs J Onions be appointed to this group.

0261/1718 **ADDITIONAL AGENDA ITEM**

Invitation to Midwife Led Unit Service Review Launch Workshop

Members considered sending a representative to the launch of our workshop programme as part of our review of the Midwife Led Unit MLUs) on Thursday, 7 September 2017 Claremont Baptist Church, Shrewsbury, SY1 1QG from 10am until 3pm.

The review focuses on the five Midwife Led Units (MLUs) in Shrewsbury, Ludlow, Oswestry, Bridgnorth and Telford, and is being conducted by Shropshire and Telford & Wrekin Clinical Commissioning Groups, (CCGs

Members **RESOLVED:** that Councillor Dr J Buckley be appointed as the Bridgnorth Town Council Representative.

0262/1718 **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

**RESOLVED:** in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

0263/1718 **CONFIDENTIAL MINUTES**

- i) The confidential minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Monday 15<sup>th</sup> March 2017 were submitted as circulated.

**RESOLVED:** that the confidential minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Monday 15<sup>th</sup> March 2017 be signed by the Chairman as a true record.

- ii) The confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 20<sup>th</sup> June 2017 following further amendments being agreed at the Town Council meeting held on 18<sup>th</sup> July 2017 under minute number 0191/1718 were submitted as circulated.

**RESOLVED:** that the confidential minutes of Bridgnorth Town Council held on Tuesday 20<sup>th</sup> June 2017 following further amendments being agreed at the Town Council meeting held on 18<sup>th</sup> July 2017 under minute number 0191/1718 be signed by the Chairman as a true record.

- iii) The confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 18<sup>th</sup> July 2017 at 7.15pm were submitted as circulated.

**RESOLVED:** that the confidential minutes of Bridgnorth Town Council held on Tuesday 18<sup>th</sup> July 2017 be signed by the Chairman as a true record subject to amendments agreed.

0264/1718 **MATTERS ARISING FROM CONFIDENTIAL MINUTES**

- i) Updates from the Confidential Meeting of Bridgnorth Town Council held on Tuesday 20<sup>th</sup> June 2017 that are not included elsewhere on the agenda.
- ii) Updates from the Confidential Meeting of Bridgnorth Town Council held on Tuesday 18<sup>th</sup> July 2017 that are not included elsewhere on the agenda.

There were no matters arising from confidential minutes.

0265/1718 **CONFIDENTIAL COMMITTEE MINUTES**

Members were asked to approve confidential minutes and confirm the recommendations contained therein.

- i) Confidential minutes of the Planning Committee – minutes of the meeting held on Monday 24<sup>th</sup> July 2017 were submitted as circulated.

**RESOLVED:** that the minutes of the Planning Committee meeting held on Tuesday 24<sup>th</sup> July 2017 be received and adopted.

- ii) Confidential minutes of the Planning Committee – minutes of the meeting held on Monday 7<sup>th</sup> August 2017 were submitted as circulated.

**RESOLVED:** that the minutes of the Planning Committee meeting held on Tuesday 24<sup>th</sup> July 2017 be received and adopted.

0266/1718 **MATTERS ARISING FROM CONFIDENTIAL COMMITTEE MINUTES**

There were no matters arising from confidential committee minutes.

0267/1718 **CEMETERY EXTENSION**

Members considered the report with regard to the purchase of additional land to extend Bridgnorth Cemetery.

This item is in confidential session as land transactions are a confidential matter until the transaction is completed.

0268/1718 **COUNCIL MATTERS**

This item was deferred to the next meeting of Town Council.

0269/1718 **FIELDS IN TRUST DEED OF DEDICATION**

This item was deferred to the next meeting of Town Council.

The meeting closed at 9.55pm.